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SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 September 1944 Number 1

SEPTEMBER MEETING

DATE: Thursday, September 21, 1944 6:15 P.M.

PLACE: Hellwig's Holland House Price $1.59 incl. tax
41 Stockton Street
San Francisco

PROGRAM: Our first meeting of the year will include:

Plans for the year.

Report on American Chemical Society 107th Meeting, Cleveland, Ohio, April 3-6, by Thelma Hoffman, Librarian, Shell Development Co., San Francisco.

Report on Special Libraries Association 36th National Conference, June 19-21, Philadelphia, by Isabella Frost, Librarian, Safeway Stores, Inc., and the Chapter's representative at the meeting.

RESERVATIONS:

Please make your reservations by Monday, September 18th.

San Francisco members call:

Miss Harriet Collopy - EXbrook 3075

East Bay members call:

Miss Isabella Frost - HIgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 September 1944 Number 1

MAY MEETING

Xochimilco's Mexican Restaurant provided plenty of Mexican atmosphere, music, food, and fun for the final meeting of the year, our S.L.A. "party" at which forty were present.

The food itself furnished much entertainment. There was a fiery hot pepper sauce which could be tried on almost anything; some of us generously seasoned our soup with this and consequently did not finish the soup. Folding a tortilla properly - holding it between fingers and thumb correctly so that the butter couldn't run out - required a little practice for the amateurs. It was also interesting to find that beans could be prepared in so many different ways, and that there are so many kinds of beans. Probably we can all say that we tasted some dish that was new and different.

It was announced that Isabella Frost was to represent our chapter at the National Convention in Philadelphia from June 19-21.

The recommendations of the nominating committee for 1944-1945 officers were unanimously accepted and the following elected: Miss Elise Hoffman, President; Miss Frances Mackin, Vice President and Editor; Miss Kathleen Moore, Secretary-Treasurer, and Miss Carol Cox, Executive Board Member.

NEW MEMBERS

We welcome the following new members to the Bay Region Chapter of the Special Libraries Association:

Miss Dorothy Cunningham, Remington Rand, Inc., San Francisco

Mrs. Lurline Bragg, Research Librarian, American Can Company, San Francisco

Miss Alice Kirwan, Stuart Oxygen Co., Berkeley

1944-1945 MEMBERSHIP DIRECTORY

This will be ready for mailing the latter part of September.

JUST OFF THE PRESS

A Source of Selected Labor Statistics. Preliminary Edition, June 1944. Compiled by Comm. of Soc. Sci. Group S.L.A., Hazel C. Benjamin, Librarian Industrial Relations Section, Princeton University, Chairman. 52 p. Price, $1.50.

Some 75 series are listed, with each entry arranged by federal, state, and non-governmental agencies. It includes data concerning compilers of the lists, place of publication, frequency, time lag, period covered, form, price, and description; a subject and title index, addresses of agencies listed as compilers and periodicals referred to, with publication information.

MAINTENANCE LIBRARY, HONOLULU, T. H., PAN AMERICAN WORLD AIRWAYS

By Pansy Stagner

"Aloha" to the members of the San Francisco Bay Region Chapter of Special Libraries Association! This friendly greeting, a password of racial blends making up the colorful and varied pattern of the life in Hawaii, means a hearty "hello". It is an island custom, a custom commonly practiced by those who live in Hawaii, to say to friends, a-l-o-h-a.

Permit me to extend my wreath of thanks to Miss Dorothy Andrews, Division Librarian for the Pacific Alaska Division of Pan American World Airways who suggested to me that I apply for an "active" membership in the S.L.A. Also many thanks to the Editor of the Monthly News Bulletin of San Francisco Bay Region Chapter of S.L.A. (Miss Ellen Cornish) for the article which appeared in the January 1944 issue under the caption, "Overseas Member".

Briefly, I shall outline the beginning steps of the organization and set-up of the Branch Library at Honolulu. Being "overseas", the formation of a Branch Library for PAA at Honolulu was found necessary for training and morale purposes.

At first the library was very small and was located in a room 8x12' which would accomodate only four readers at a time. Then in June 1943 the Library expanded into two rooms on the second floor of the Maintenance Building. We were given a large reading room accomodating comfortably twenty readers, and also a room set aside for technical and pleasure reading books. In order for you to visualize our surroundings here at Honolulu, I might add that one of the rooms which the library occupies on the west wing of the building overlooks the deep blue sea. Leaning palms and algaroba trees give shelter and shade to the overnight constructed buildings. Cocoanut trees brace lazily against the breeze with a hospitable motive.

Amongst the pleasure reading publications we have on hand, there is a special collection of non-fiction and fiction belonging to the Hawaii Library. These books are circulated to us on an inter-library loan privilege. The Library of Hawaii is conveniently situated in the heart of the city of Honolulu. Recent publications and specially requested books are delivered to the PAA Library every six weeks by Mrs. Laura Sutherland, Director of the Library of Hawaii. "Let us not defeat the purpose of the service of the Library of Hawaii by overcharging the borrower", says the charming Director with a smile. A nominal fine of two cents a day, and a maximum of fifty cents for unlimited overdues are all that's expected.

Our Branch Library depends a great deal on exchange of books and ideas regarding library procedures from the main library of the Pacific Alaska Division... Popular magazines for morale purposes are sent by the main library to Honolulu addressed to the various Senior Representatives located at South Pacific Stations. These publications mean a great deal to our personnel situated far away in the South Pacific.

In closing I wish to say something about the time I spend at the Library as well as to mention my outside duties. My hours at work are from 8:30 A.M. to 5:00 P.M. daily except Sunday. Ten hours a week of my time after work are spent teaching children of different nationalities the "hula", an art of old Hawaii. I have from 12 to 20 students each week. Two days a week are devoted to volunteer work for the American Red Cross. In spite of the usual rush and bustle of the wartime program, I still manage to keep up my household duties as well as attending to the welfare of my children.

Again I say "Aloha a nui loa oukou" which means farewell to you all.

* * * * *

BOOKS FOR CHRISTMAS

One suddenly realizes that the Christmas gift deadline for men overseas is October 15th, and that it is time to think about what to pack in those 5 lb. 36" length plus girth packages. Books would very conveniently fit in weight and size, and come to mind as the ideal gift. When members of your organization discuss the "problem" of selecting worthwhile gifts, suggest books.

Perhaps you, in your library, could find the time to compile a list of books from which they might choose. Be sure to include on this list several good mysteries, novels, biographies, westerns, and possibly a song book. And don't forget something on international relationships, foreign policy, and formulation of peace plans. Understanding our country, our world, the history, the geography, the people, their customs, ideas and dreams, can all be made possible through the world of books. "When others fail him the wise man looks to the sure companionship of books." (Lang)

Let's do what we can to give the boys inspiration and diversion this Christmas.

* * *

POSITION OPEN

The employment chairman reports that there is an opening for a librarian. If any librarian is interested, she should contact the employment chairman, Mrs. Jeannette Yeazell, Sutter 7700.

* * *

BOOK DRIVE

Miss Ruth Weis is the new chairman for the "SEND YOUR BOOKS TO WAR" campaign. She can be contacted by calling the Forestry Library at the Univ. of California, Ashberry 6000.

AMONG OURSELVES

Mrs. Avis Stopple tells us she has "retired" as Librarian and Assistant Secretary for the Board of Fire Underwriters of the Pacific in the Merchants' Exchange Building, and that Mrs. Elizabeth Scarf Hinkel is her successor. Mrs. Hinkel has served as librarian for the Pacific Union Club and several other special libraries in the Bay Area.

The Library of the Board of Fire Underwriters of the Pacific was established in 1886, destroyed by the earthquake and fire in 1906, and rebuilt shortly after that. It serves a membership of about eighty insurance offices in San Francisco with its collection of approximately 7000 books and pamphlets, and conducts classes in the field of insurance.

* * *

On July 28th Pan American Airways Library moved from Treasure Island to Mills Field in South San Francisco. Dorothy Andrews, Pan American's librarian, and her two assistants, Beryl Lusher and Phyllis Anderson, are well pleased with the spacious, light, airy, soundproofed room which has been provided for their library.

* * *

Miss Katherine Mangelsdorf, Assistant Librarian for the Standard Oil Company of California, became Mrs. Christian Hansen on July 19th.

* * *

Miss Barbara Horstmann who joined the SPARS in March was commissioned an ensign at the Coast Guard Academy in New London, Conn. and is now stationed at Astoria, Oregon, Ensign Horstmann was Assistant Librarian for The Paraffine Companies, Inc. before joining the SPARS.

* * *

EDITOR'S NOTE

At the conference in Philadelphia a round table discussion on chapter bulletins was held. As a result chapter bulletins are to be the object of much study during this coming year. You can all help make your chapter bulletin better by sending in notices about personnel changes, marriages, outstanding achievements within and without the profession, citation of articles by chapter members, etc. Your ideas and comments are welcomed also.

Be sure to report all changes of name and address to the Secretary-Treasurer, Miss Kathleen Moore at the National Broadcasting Company, Graystone 8700, if you wish to receive your bulletin promptly.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1944-1945

President
Miss Elise Hoffman
Golden State Company
San Francisco
Exbrook 5121

Vice President and Editor
Miss Frances Mackin
The Paraffine Companies, Inc.
Emeryville
Olympic 8400, Loc. 73

Secretary-Treasurer
Miss Kathleen Moore
National Broadcasting Company
San Francisco
Graystone 8700

Executive Board Member
Miss Carol Cox
Bureau of Public Administration
University of California
Ashberry 6000

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
San Francisco
Exbrook 5400

Employment Committee
Mrs. Jeannette G. Yeazell
Standard Oil Company
San Francisco
Sutter 7700

Membership Committee
Miss Mary K. Logan
Mechanics Institute Library
San Francisco
Garfield 1750

Program Committee
Miss Margaret Miller
Standard Oil Company
San Francisco
Sutter 7700

Publicity Committee
Mrs. Marjorie D. Brown
San Francisco Chronicle
San Francisco
Garfield 1112

Union List Compilation
Mrs. Marjorie P. Madison
Standard Oil Company
San Francisco
Sutter 7700

War Activities Committee
Miss Ruth Weis
Forestry Library
University of California
Ashberry 6000

"When we are collecting books we are collecting happiness." Starrett

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 October 1944 Number 2

OCTOBER MEETING

DATE: Thursday, October 26, 1944 6:30 P.M.

PLACE: Hotel Claremont Price $1.59 incl. tax
Ashby and Claremont Ave., Berkeley

PROGRAM: Colonel Alexander R. Heron, Director of the State Reconstruction and Reemployment Commission, will speak to us on the subject, "The Bay Region Looks Ahead". His talk will include some general information as to the scope of the postwar problem for the State, parallel information concerning the Bay Region and some general suggestions as to the steps which can be taken now. Colonel Heron was formerly State Director of Finance in the C. C. Young administration, director of industrial relations for Crown Zellerbach Corporation, and a Colonel in the U. S. Army.

HOW TO GO: From San Francisco, take the Key System "E" train. The trip takes 35 minutes. Trains leave at 5:19, 5:39 and 5:59 P.M.

RESERVATIONS: Please make your reservations by Monday, October 23.

San Francisco members call:

Miss Margaret Miller Sutter 7700, Ext. 287

East Bay members call:

Miss Isabella Frost Higate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 October 1944 Volume 2

SEPTEMBER MEETING

Seeing familiar faces, renewing friendships, and hearing the two splendid reports of the National SLA Conference and the American Chemical Society Convention all combined to make our first meeting after the summer vacation of especial interest. The meeting place proved to be one of satisfaction to all members. Hellwig's Holland House from all practical standpoints is the perfect place to hold dinner meetings - the food is exceptionally good and the location very convenient.

The new president, Elise Hoffman, announced that the Union List of Serials will be ready early in November; a chapter membership list is to be distributed in several weeks; in several months a supplement directory of libraries will be published; a joint meeting of the San Francisco chapter with the Los Angeles chapter will be held at the CLA Convention in Los Angeles on Friday afternoon, October 20th - because of this our October meeting will be a week later.

The Secretary-Treasurer, Kathleen Moore, reported that the treasury contains $104.51, and that the San Francisco chapter now has 159 members. Mary Logan, Membership Chairman, announced that she was "prepared" for new members with able assistants located at the University of California, Stanford, and Alameda. The Chairman of the Union List Committee, Marjorie Madison, reported that to date only twenty-three out of forty libraries have contributed. Ruth Elizabeth Weis, Chairman of the War Activities Committee, reminded us that the "Send Your Books to War" campaign is still in progress. Margaret Miller, Chairman of the Program Committee, summarized briefly the program for the year, the theme of which is to be "Special Libraries, Industry, and the Community". She suggested the possibility of a methods meeting during the year and asked that each of us consider problems which might be covered in such a meeting.

Thelma Hoffman described her experiences at the 107th Meeting of the American Chemical Society on April 3-6 in Cleveland. She attended the group meetings of the Division of Chemical Education, symposiums on industrial demands for non-laboratory chemists, and technical library techniques. The papers given at these symposiums can be read in the July and August issues of the Journal of Chemical Education.

Our delegate to the S.L.A. 36th National Conference in Philadelphia, Isabella Frost, was appointed to the nominating committee at the conference. Miss Frost read her excellent report of the meetings to us. She attended one meeting of the Insurance Group in order to hear Florence Bradley of Metropolitan Life Insurance Company speak on "Public Libraries, What Can We Do for Them?" With the Science-Technology Group she heard Barbara Cole's paper on "Abstracting and Routing of Periodicals" which she suggested we all read in the S.L.A. Proceedings. Other papers described by Miss Frost included: "Post War Planning", "Library Service to the Community", "The Library's Part in Production", and "Libraries in the Post-War World". We were all pleased to learn that Associate Memberships were not abolished.

C.L.A. CONFERENCE IN LOS ANGELES

At about the time you receive this bulletin, several of our members will be attending the convention of the California Library Association in Los Angeles, October 19, 20, and 21. The theme which has been chosen for the convention is, "Pertinent Phases of Library Developments After the War, with Emphasis on Latin-American Relations". S.L.A. joins in a panel discussion on "Reconversion" the afternoon of October 20th. This discussion will be led by Mrs. Anne Leidendecker, Department Librarian of the Science and Industry Department, Los Angeles Public Library. The members of our chapter who attended, so far as we could ascertain at the time the bulletin went to press, were: Margaret Miller, Isabella Frost, and Anne Avakian.

JUST OFF THE PRESS

Introduction to Reference Work, by Margaret Hutchins. American Library Assoc. Cloth, $3.50. This entirely new treatment, written for reference staffs, students, and administrators, has been well received by library workers. With a background of practical reference experience and of teaching, the author discusses reference service from the standpoint of the library user seeking help and of the librarian attempting to understand and satisfy his needs. The book is broadly constructed yet supplies a wealth of specific information about the day-to-day situations encountered by almost any reference worker. Seven of the twenty-eight chapters are given over to a discussion of reference questions, and seven to the selection of reference materials.

REPORT ON THE "SEND YOUR BOOKS TO WAR" CAMPAIGN

Miss Ruth Weis
Forestry Library, University of California
Berkeley, California

Dear Miss Weis:

I think the members of the Special Libraries Association may be interested in the progress of the Send Your Books to War campaign. It has been fairly satisfactory to date, but the Depot still has orders far in excess of supply.

From February, the beginning of the drive, to September, inclusive, the Depot has received 96,876 books. Of these, 45,956 have come as a direct result of the campaign. The others have come in from closing camp libraries, and were originally obtained through the Victory Book Drive. Many thousands had to be discarded. The Depot has shipped 73,198 books, mostly to overseas units and for use on transports.

A chaplain who has made many trips across to the South Pacific came to the Depot recently to replenish his transport library. He said that he had unloaded almost the whole library on Saipan where the troops were begging for books. We have had direct appeals from units going over, and have furnished cartons for air transport to the South Pacific. One of the most interesting collections was for a Marine repair service which was going out for a period of a year without touching any major port. They were a group of college men who decidedly wanted books to fill in the hours between their technical jobs. Another interesting service of the Depot is supplying paper books to the hospital trains and planes, and these books are most gratefully received.

Of the books collected in the CLA campaign, 1923 have come from the Special Libraries Association as direct donations. Of course no one can determine how many books have been given to public libraries as a result of your efforts, but

REPORT ON THE "SEND YOUR BOOKS TO WAR" CAMPAIGN (Cont.)

the books which have been received at the Depot directly from organizations, or individuals, are as follows:

Source	Books	Paper books	Magazines
Dorothy L. Krisher (personal donation)	150		
Shell Oil Company Library	76	3	
General Electric Library			42
U. C. Medical Center Library	48	(also money for new books)	
Golden State Company Library	8	53	6
NBC Radio Broadcasting Library	413	233	611
U. C. Engineering Library	113	10	
Forest Service Library	21	21	169
Kathleen Moore (personal donation)	76		
Fire Underwriters Association	60		
KSFO Broadcasting Library	202	31	62
Metropolitan Life Ins. Library	299	1	
Remington Rand Company	86	152	98
Emporium Circulating Library	44		6
S. F. Chronicle Library	113	81	26
The Paraffine Companies Library	114	5	200
U. C. Library	13		5
Merchants Association	13		6
Special Libraries Association	71 (new books)		
Standard Oil Library	3		
Pacific Gas & Electric Company			132
Totals	1923	629	1401

The Depot has been very happy to relay these books and magazines to the soldiers, and you may be sure they are appreciative.

You may be interested in some of the high-lights of the campaign. One of the shining lights has been the efforts of the citizens of Lodi. They have contributed over $200 worth of new books besides hundreds of slightly used books, all excellent titles. The county libraries, especially in the northern part of the state, have done notable work during the campaign.

Of course, the above statistics all refer to the books received by the army alone, and relayed through our organization. We have no way of reporting as to amounts received by the navy, merchant marine, etc.

Since the members of SLA visited the Presidio and Bldg. 640, back in February, great changes have occurred. The Ft. Douglas office was transferred down here, the Seattle and Los Angeles Branches were consolidated here, we have a Mobile Field Library Section, with two huge bookmobiles for service to isolated units in the Ninth Service Command, plus a Redistribution Center for redistributing government-owned books to established camps, or, in one instance, sending out a complete library for a newly opened station. Any of you are welcome, at any time, to visit us. Hours are from 8 until 4:30, Monday through Saturday.

Sincerely yours,

(Signed) Leah R. Frisby
NSC Library Depot
Donated Books Section

EDITOR'S NOTE:

The deadline for news items for the November bulletin is November 2nd! That is just one week after our October meeting. Are you doing your part to make the bulletin complete?

Any change in your name or address should be reported promptly to the Secretary-Treasurer, Miss Kathleen Moore at the National Broadcasting Company, Graystone 8700, if you wish to receive your bulletin promptly.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1944-1945

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War Activities Committee
Miss Ruth Weis
Forestry Library
University of California
Ashberry 6000

"Libraries are not made; they grow." Birrell

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 November 1944 Number 3

NOVEMBER MEETING

DATE: Thursday, November 16, 1944

DINNER: El Jardin Restaurant Time: 6:15 P.M. Price: $1.50
22 California Street
San Francisco

MEETING: California Labor School Library Time: 8:00 P.M.
216 Market Street (Third Floor)
San Francisco

PROGRAM: After dinner we shall visit the California Labor School. Mrs. Clara Hanchett will tell us about her library. Dr. Holland Roberts, Dean of the School, will greet us. Then we shall make a short tour of the School, and Mrs. Adeline Cross, head of the Arts and Crafts Department, and Miss Jean Addis, head of the Drama Department, will speak to us.

RESERVATIONS: Please make your reservations by Monday, November 13th.

San Francisco members call:

Miss Harriet Collopy Exbrook 3075

East Bay members call:

Miss Isabella Frost Higate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 November 1944 Number 3

OCTOBER MEETING

From the fantasy world of post war where we ride to our respective libraries each morning in helicopters, descend from the "parking-lot" roofs of the buildings to our luxurious libraries with their walls and furnishings of Lucite, to find each book meticulously in place by means of electronic control, dressed in clothes of everlasting quality, AND wearing Nylons, we were jolted into reality, and stopped for a moment to consider the factors involved in making all this possible.

Mr. A. Earl Washburn, Deputy Director of the State Reconstruction and Reemployment Commission certainly stimulated the thinking of each member present by his talk to us on the objective, plans, and work of this Commission. The Director of the Commission, Colonel Alexander R. Heron, who was scheduled to talk to us was called to speak in Chicago and could not be present.

The Reconstruction and Reemployment Commission is, and will remain, a small organization. At present sixteen people are on the working staff (not counting the clerical help). The Commission itself is composed of nine members, seven of which are heads of state departments, departments directly related to post-war problems. They collect, assemble, and analyze data concerning the natural and economic resources of the State of California. The Commission has formed many citizens advisory committees. Among these are groups studying aviation, agriculture, apparel, wool, industry, and even bridle trails for the State. Improving the educational and recreational facilities, the libraries, theatres, controlling erosion, protecting the beaches, are all added problems being considered in this program.

A new approach to government now being tried in the State was described by Mr. Washburn, wherein many hundreds of business men and women (selected from both big and little businesses, labor and organized groups) are engaged in an advisory capacity to assist with the many problems as they arise. Over 400 such civilian advisors are working with the Reconstruction and Reemployment Commission alone. These jobs do not receive remuneration of any kind.

Mr. Washburn believes that we must provide jobs in private enterprise, jobs in the American way of doing things, increase the determination of the people to raise the standard of living, and consider first of all, that it is the consumer who has the responsibility of creating jobs in this period ahead. Neither government, industry, capital, nor labor can buy and create jobs, only customers. Public works cannot solve the problem of unemployment, but if private enterprise does not offer jobs, then the government is going to try to. We must keep our national income at a high level if we are to avoid another spiral depression.

He discussed the work pile idea where door-to-door inquiries were made as to what people are thinking about, their business plans and ideas for the future. This plan was originated in California and is now being carried out in every state in the nation and in South America as well.

Mr. Washburn left us with the thought, "The vineyard is very large and the workers very few." He asked the cooperation of every one of us in assisting the program which he had outlined.

The Reconstruction and Reemployment Commission publications which are available at present without charge from the office in Sacramento include:

Detailed Population Report on California
Pamphlet No. 1 - "How Many Californians?" (Digest of the Population Report)
Wartime and Postwar Incomes
Report - "An Avalanche Hits Richmond"
Pamphlet No. 2 - "Richmond, California - A City Earns the Purple Heart". (Digest of "An Avalanche Hits Richmond")
Pamphlet No. 3 - "The Bay Region Takes Stock".

In the very near future pamphlets will be issued on Income and Employment studies.

* * * *

Anne Avakian and Thelma Reid gave brief reports on the conference of the California Library Association in Los Angeles. Isabella Frost and Ellen Cornish also attended these meetings.

NEW HOSPITAL LIBRARY GROUP (from Wilson Bulletin, Sept. 1944, p. 14)

The Special Libraries Association formed a new national group for hospital nurses' librarians within its organization at its June conference in Philadelphia, as a result of a petition submitted by hospital librarians from Chicago, New York, Minneapolis, and St. Paul.

This new group will give all librarians working in hospitals opportunity for active participation in the national development of their work, in the determining of standards, in the consideration of publications, and general extension of their services.

Anyone interested in receiving the first News Letter from this newly formed group may write to Ruth M. Tiews, Hospital Service, Public Library, St. Paul 2, Minnesota.

* * * *

An article on hospital libraries which might be of interest appeared in the October issue of the Bulletin of Medical Library Association, "Hospital Libraries Today and Tomorrow" by Perrie Jones.

JUST OFF THE PRESS

Reference Books of 1941-1943, by Constance M. Winchell. American Library Association. $1.50. This is the third three-year supplement to Mudge's sturdy Guide to Reference Books, 6th Ed. It lists and describes about 750 important reference works in all fields, published during the past three years. In keeping with the times there is special stress on the scientific and technical works, and on dictionaries, directories, etc. in special subject fields. Users of this book have the convenience of the combined index to the three supplements, covering 1935-1943, making particular items findable in whichever supplement they appear.

* * * *

Subject Headings in Physics by Melvin J. Voigt. American Library Association. $3.25. This carefully prepared cataloger's tool provides reliable and up-to-date headings for physics materials. There are many definitions and numerous explanations to guide the worker in applying the headings properly. Specific titles are often cited to illustrate the kind of book which certain headings cover.

NEW MEMBERS

We extend a hearty welcome to four new members this month. They are:

Mrs. Adeline S. Clarke
116 Miller Avenue
Mill Valley, California
(transferred from the Southern
California Chapter of SLA)

Corporal Fred F. Wilson
HQ Co. SCU 1927
Presidio of San Francisco, Calif.
(from the 9th Service Command
Library)

Miss Emily Ethell
Mobile Field Library Section
9th Service Command Library Depot
Presidio of San Francisco, Calif.

Mrs. Etta W. Judd
Reference Department
Oakland Public Library
Oakland 12, California

CHANGES OF ADDRESS

The following changes should be made in the addresses which appear in your 1944-1945 Membership List. (Additional copies of this list are available from the Secretary.)

Thomas Cowles
2380 Marin Avenue
Berkeley 8, California

Miss Signe Ruh Ottersen
U. S. Department of Agriculture
506 Customs House
San Francisco 11, California
YUkon 3111, Loc. 36

Sgt. Barbara Hudson, USMC
WRS 19, MCAS
Cherry Point, North Carolina

* * * *

Book: (Saxon, boc; Danish, beuke; German, buche, a beech-tree) Beech-bark was employed for carving names on before the invention of printing.

THE UNITED NATIONS SERVICE CENTER LIBRARY by Katherine P. O'Donnell. Washington D. C. Chapter Notes, August 1944.

Since May 13, 1944 when the Washington, D. C. Chapter, Special Libraries Association, adopted the United Nations Service Center Library, the Library has grown from mere infancy to sturdy adolescence. Through the generosity of Washington librarians, government and private agencies, publishers, Members of Congress, and many private individuals, the Library has received thousands of magazines, pocket-books, Bibles, and hometown newspapers, and almost one-thousand good bound books of current interest. Well over a hundred members of SLA and their friends have manned the Library from 6:00 till midnight each week night and from noon till midnight on Sundays.

The Center is operated by the War Hospitality Committee of Civilian War Services. It is a place for quiet relaxation amid as many touches of home as the volunteers can provide. Each month more than 100,000 service men and women stay at the Center when in Washington for a few days or a few hours and the number of visitors is steadily increasing.

More good magazines, pocket-books, bound books, maps, hometown newspapers and copies of popular sheet music are needed. Gifts may be sent directly to the United Nations Service Center Library, 500 North Capitol Street N.W., Washington 1, D. C.

DUPLICATE EXCHANGE

The preparation of the Fall 1944 Duplicate Exchange List is underway. Distribution will be limited to contributors and to those libraries and individuals who request copies. Contributions should be sent to the most efficient chairman, Miss Elizabeth Nutting, Shell Development Company, San Francisco, by November 25th.

EDITOR'S NOTE:

January 5th is the deadline for news items for the January bulletin. As usual there will be no December meeting nor bulletin.

Any change in your name or address should be reported to the Secretary-Treasurer if you wish to receive your bulletin promptly.

CORRECTION:

In the description of the September Meeting it was incorrectly announced that the "Union List of Serials" would be ready in November. This should have been the "Duplicate Exchange List" which is to be compiled in November. At present there will be no publication of a supplement to the Union List but information is being collected.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1944-1945

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Miss Elise Hoffman
Golden State Company
San Francisco
EXbrook 5121

Vice President and Editor
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Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
San Francisco
EXbrook 5400

Employment Committee
Mrs. Jeannette G. Yeazell
Standard Oil Company
San Francisco
SUtter 7700

Membership Committee
Miss Mary K. Logan
Mechanics Institute Library
San Francisco
Garfield 1750

Program Committee
Miss Margaret Miller
Standard Oil Company
San Francisco
SUtter 7700

Publicity Committee
Mrs. Marjorie D. Brown
San Francisco Chronicle
San Francisco
GArfield 1112

Union List Compilation
Mrs. Marjorie P. Madison
Standard Oil Company
San Francisco
SUtter 7700

War Activities Committee
Miss Ruth Weis
Forestry Library
University of California
AShberry 6000

"The true university of these days is a collection of books." Carlyle

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 January 1945 No. 4

JANUARY MEETING

DATE:	Thursday, January 18, 1945	6:15 P.M.
PLACE:	Hellwig's Holland House 41 Stockton Street (upstairs) San Francisco	Price $1.54 incl. tax

PROGRAM: Mr. Francis Violich, Author of "Cities of Latin America", who is at present on the staff of the San Francisco City Planning Commission, will speak on "How Master Planning Works in San Francisco".

RESERVATIONS: Please make your reservations by Monday, January 15th.

San Francisco members call:

Miss Margaret Miller - Sutter 7700, Ext. 287

East Bay members call:

Miss Isabella Frost - Higate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 January 1945 Number 4

NOVEMBER MEETING

Thirty-nine members and fifteen guests attended this meeting of the San Francisco Bay Region Chapter of SLA. After dinner at the El Jardin Restaurand, Mrs. Clara Hanchett, Librarian for the California Labor School, introduced the Dean of Education for the school, Dr. Holland Roberts, formerly Associate Professor of Education at Stanford University, who enthusiastically described the program they are conducting, their aims and objectives.

The California Labor School was established in San Francisco three years ago; this year a branch was started in Oakland. The efforts of the schools are directed toward maintaining an educational center which furnishes training in both the academic and cultural fields to anyone regardless of previous education, and which can bring all the people of the community together to think about the fundamental problems of the community. Courses are offered in social sciences, languages, writing, arts and crafts, dramatics, dance, music, as well as labor courses such as world labor movements, union leadership in war and post war, American trade unionism, etc. Cooperation in teaching these courses has been given by professors from Stanford, University of California, San Francisco Junior College, etc.

Following Dr. Roberts talk we crossed the street to the school. Here we were shown a heterogeneous display of art exhibits and the many unusual results of modern techniques during a lecture tour conducted by a member of the art staff. Then we were taken to their rapidly expanding library where we were welcomed by the Director of the California Labor School, Mr. David Jenkins. Mrs. Hanchett described the work of the Library staff and the functions of the library in furnishing material needed by students and teachers in the classes, in giving research assistance to the unions, in supplying books and pamphlets for union meetings upon request, and in maintaining a bookshop stocked with current books of general interest, pamphlets, and publications required for class study.

AMONG OURSELVES

Miss Dorothy Andrews, Librarian for Pan American Airways, has been appointed as chairman for the San Francisco Bay Area on the Transportation Committee for the National SLA group. This group works on projects of interest to those in the transportation field.

Miss Anne Avakian is the San Francisco Bay region representative on the Membership Committee for the American Library Association. SLA members wishing to join ALA can contact her at LAndscape 5-2244, Extension 20.

NEW MEMBERS

We welcome three new members this month. They are:

Mrs. Rachel Taggart
Oakland Public Library
14th and Grove Streets
Oakland, California

Miss Constance M. Hoover, Librarian
U. S. Naval Air Station
Astoria, Oregon

Miss Saima Swift
Hotel Carquinez
Richmond, California

WAR DEVASTATED BOOK COLLECTIONS TO GET AID FROM AMERICAN LIBRARIES

Libraries in war devastated Europe and Asia have suffered irreparable damage including losses in the historic collections of many of the most important state, city, and university institutions. Besides this it has been impossible for libraries in these areas to add to their working collections current American publications so important to the job of reconstruction.

It is a timely and important step American Librarians have taken. They have proposed to assume responsibility for organizing immediate steps for post-war aid to these libraries. For this purpose THE COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS representing both United States and Canada has established a JOINT COMMITTEE FOR BOOKS FOR DEVASTATED AND OTHER LIBRARIES IN WAR AREAS. The Executive Committee for the project consists of Milton E. Lord of the Boston Public Library as chairman, representing the American Library Association; Wyllis E. Wright of the New York Public Library as Secretary; Luther H. Evans of the Library of Congress; Eleanor S. Cavanaugh of Standard and Poor, representing the Special Libraries Association; Sidney B. Hill, Librarian of the Bar Association of the City of New York; and Frederic G. Melcher, editor of the Publisher's Weekly.

Systematic plans for the proper purchase, handling, and assigning of such American book collections as are deemed suited to the need will be worked out by the committee in conjunction with the many national groups that have already given evidence of their interest in the project. Particularly will cooperation be sought from the learned societies; the professional technical organizations, and government agencies.

NEWS OF OTHER CHAPTERS

The Connecticut Chapter has plans for instituting group discussions at each meeting which would increase the opportunities for members to discuss their problems with other members having similar types of libraries. The subject matter of the discussions is to be limited so that concrete ideas may develop rather than vague generalizations.

The Illinois Chapter War Activities Committee had as its first project the filling of blank scrap books for service men in Army and Navy Hospitals, isolated camps, battleships, transport vessels, landing craft and submarine. With a little ingenuity to make these attractive, and filled with cartoons, quiz games, poetry, pin-up pictures, and cross-word puzzles, they afford many hours of amusement for the men.

Pittsburgh Chapter plans for this year include a meeting dealing with reference books that should be published, and devices special libraries use to fill these needs; bibliographic forms; methods of indexing.

Dr. John Gaillord of the American Standards Assoc. spoke to the New Jersey Chapter recently on "The Role of the Special Librarian in Company Standardization." The American Standards Assoc., 70 E. 45th St., New York 17, has available for 20¢, American Standard Z39.1-1943, "Reference Data and Arrangement of Periodicals" which contains recommendations for standardizing identification data for journals, and the location of this data; uniformity of title, bibliographic data, table of contents, paginations, indexes, etc."

The Montreal Chapter is sponsoring refresher courses for librarians this spring which will consist of a fortnight's program of one-half day lectures given by members of the Special Libraries Association and the McGill Library School Staff.

ON MEMBERSHIPS

January is dues paying time once again. Since some of you may wish to change the type of membership you are now holding, and other prospective members who have been receiving the Bulletin for the past several months may want to know something about the different types available, we are listing below a description of each kind of membership.

Application forms and any additional information which you may require can be obtained from the Membership Chairman, *Miss Mary K. Logan* at the Mechanics Institute Library, or any of her three assistants, *Miss Theodora Larsen* at the Alameda Free Library in Alameda, *Miss Jeannette Hitchcock* of the Hopkins Transportation Library at Stanford, or *Mrs. Blanche Dalton* at the University of California Engineering Library.

ACTIVE.................................... $ 5.00

For individuals actively engaged in library, statistical, or research work or for those who were formerly so engaged. Includes *Special Libraries*, affiliation with not more than two Groups and with one Chapter.*

ASSOCIATE.................................... $ 2.00

For individuals actively engaged in library, statistical, or research work or for those who were formerly so engaged. Includes the "Proceedings" issue of *Special Libraries*, also affiliation with not more than one Group and with one Chapter.*

STUDENT.................................... $ 2.00

For persons enrolled in classes in library, statistical or research work. Includes the "Proceedings" issue of *Special Libraries*, affiliation with one Group and with one Chapter.*

INSTITUTIONAL.................................... $15.00

For individuals, libraries, firms, or other organizations maintaining a library, statistical, or research department. Includes *Special Libraries* and all other current national publications except those that are self-sustaining. Also affiliation with not more than three Groups and one Chapter.*

SUSTAINING.................................... $25.00

For individuals, firms, or other organizations not actively engaged in library, statistical or research work but interested in supporting the organization. Includes *Special Libraries* and affiliation with one Chapter.

LIFE.................................... $100.00

For those desiring to enjoy all the rights and privileges of Active members by the payment of dues at one time, without further financial obligation. Includes *Special Libraries*, affiliation with not more than two Groups and with one Chapter.*

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* Additional Group Affiliations permitted at 50¢ each.

DUPLICATE EXCHANGE

Too late to be included in the Fall 1944 Duplicate Exchange list are the following magazines which can be obtained from the British Information Service, 260 California St., by contacting Miss Mitchell or Mr. Bloomfield. There are some issues for 1942, and complete sets for 1943 and 1944.

- Illustrated London News
- Listener
- London Calling
- The Economist
- The Spectator
- The New Statesman and Nation
- Time and Tide

* * * * *

THE DEADLINE FOR THE FEBRUARY BULLETIN IS FEBRUARY 2ND!

* * * * *

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1944-1945

President
Miss Elise Hoffman
Golden State Company
San Francisco
EXbrook 5121

Vice President and Editor
Miss Frances Mackin
The Paraffine Companies, Inc.
Emeryville
OLympic 8400

Secretary-Treasurer
Miss Kathleen Moore
National Broadcasting Company
San Francisco
Graystone 8700

Executive Board Member
Miss Carol Cox
Bureau of Public Administration
University of California
AShberry 6000

Duplicate Exchange Committee
Miss Elizabeth Nutting
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Union List Compilation
Mrs. Marjorie P. Madison
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San Francisco
SUtter 7700

War Activities Committee
Miss Ruth Elizabeth Weis
Forestry Library
University of California
AShberry 6000

"A man will turn over half a library to make one book." Samuel Johnson

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 February 1945 Number 5

FEBRUARY MEETING

DATE:	Thursday, February 14, 1945	6:15 P.M.
PLACE:	El Jardin Restaurant 22 California Street San Francisco	Price $1.55 Including tax
MEETING:	Institute of Pacific Relations 417 Market Street	
PROGRAM:	Miss Anne Burnett, Librarian for the Institute of Pacific Relations will give a talk on the Institute and her library.	
RESERVATIONS:	Please make your reservations by Monday, February 12th.	

San Francisco members call:

Miss Harriet Collopy	EXbrook 3075

East Bay members call:

Miss Isabella Frost	HIgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 February 1945 Number 5

JANUARY MEETING

In keeping with our program for this year, "Special libraries, industry, and the community", Mr. Francis Violich of the San Francisco City Planning Commission spoke to forty-six special librarians on the subject, "How Master Planning Works in San Francisco" at Hellwig's Holland House on January 18th. Some of the ways in which the special library, or the librarian, might contribute something to the subject of planning for our city, as suggested by Mr. Violich, include providing our libraries with up-to-date information on the subject, reading pertinent material, visiting the Board of Supervisors meetings to find out what is being done (or reading the paper Tuesday morning for a report of the Monday meeting), joining a citizens' organization, an improvement club, taking courses, and keeping an eye on Congress.

Mr. Violich described the work of the San Francisco City Planning Commission which is directed toward planning safe transportation by wide trafficways (free ways), new recreation facilities, better homes, schools - i.e., cities planned according to modern standards. The war has brought overcrowding, lack of repairs, and conversion because of the pressure from increased population. Large areas here have buildings which are sub-standard with unhealthful conditions. Those which require the most attention are the Fillmore, Hayes Valley, Chinatown, and North Beach districts. However, this Commission can only make recommendations to the city Board of Supervisors.

Research completed and proposed by the San Francisco City Planning Commission covers such projects as getting the proper base and topographic maps, gathering data about the city - climate, population changes, land values (present and past), tax delinquency, housing conditions; studying the shoreline of San Francisco and planning a shore-line drive; rehabilitation of the Ferry Building, and much urban redevelopment.

Among the announcements made, the president, Miss Elise Hoffman, reminded us once more that very few have filled out the questionnaire for the S.L.A. Manpower Survey. Of the fifteen sent in from our chapter, only five were from business libraries. (This gives a very misleading picture of our membership.) If you have lost your questionnaire, SLA Headquarters will be glad to send you another. Ellen Cornish announced that the examination for certification of county librarians will be given in Sacramento on February 17th at the State Library. There is a great need for county librarians, and anyone interested can apply to the Chairman of the Board, State Library, Sacramento. Anne Avakian had received a letter from Lt. Edwin T. Coman Jr. (former president of our Chapter in 1940-41). Lt. Coman finds his work as Base Personnel Officer at L.V.A.A.F. Las Vegas, Nevada, extremely interesting and sends his regards to all his friends here. Mrs. Katherine Hansen has taken over the work of Mrs. Jeannette Yeazell as Chairman of the Employment Committee. Dorothy Andrews Williams has resigned as Librarian for Pan American Airways to go to Evanston, Illinois where her husband has been given a scholarship at Northwestern University. Mrs. Beryl Lusher is Pan American's new librarian. Capt. Norman D'Evelyn of the Army Map Service would like to have any maps of South America that anyone might have. These should be sent to Army Map Service, 74 Montgomery Street, San Francisco.

HISTORICAL HIGHLIGHTS - S. F. BAY REGION CHAPTER OF S. L. A.

By Margaret Hatch

With some of the "old-timers" remarking at the last meeting that they "hardly knew anybody any more", it seems a good moment to view the growth of the San Francisco Bay Region Chapter.

At the first gathering of special librarians in San Francisco in 1921, it was not difficult to remember names, as there were only five or six to attend. These included Annette Windele of the American Trust Company, Hilda Palache of the Federal Reserve Bank, M. Lewis of the General Electric Company, Mrs. Alice Cook in the San Francisco Chamber of Commerce Research Department, and Hilda Flugel and Margaret Hatch of the Standard Oil Company of California library. By that time business libraries were beginning to develop in San Francisco, but few of them knew each other, and no one knew how many there were.

This pioneer group quickly recognized the need to know other business information sources in the city, and to exchange information and ideas. At the first meeting Mrs. Cook described the business research activities of the San Francisco Chamber of Commerce, making this central information source better known to these company libraries. Since that time regular meetings have been held.

At the meeting in October, 1924, thirty-five were present to vote to form a Chapter of the national Special Libraries Association, which was the beginning of the present San Francisco Bay Region Chapter. Closer contact with the national SLA strengthened and enlarged the activities of the San Francisco group, and since then local members have served on national committees, and a few have attended S. L. A. Conventions in the East. The growth of special libraries, both in San Francisco and in Southern California, led to the issuing of a California number of the "Special Libraries" magazine in June 1926, which described some of the leading libraries and research activities in the State. In 1930, the annual convention of the S.L.A. was held in San Francisco.

The Joint Meetings of the Southern California and San Francisco Bay Region Chapters held in connection with California Library Association annual conventions, have also marked the development of special libraries in the State. The first attempt to have a joint meeting was at the 1921 C. L. A. Convention at Lake Tahoe, but it was possible for only three or four special libraries to be represented. At some of the joint meetings held in the 1930's, as many as thirty or more have attended. Probably other successful Joint Meetings will be held after the War.

In these days when the San Francisco Bay Region Chapter has a membership of over 150, and an average attendance at monthly meetings of about fifty, when we overflow some of the libraries which we visit and have had to have movies shown to us in relays, and when harassed wartime waiters found, at the last dinner meeting, that there were more librarians than chicken pies, ... these few highlights of our growth may be of interest.

IN MEMORIAM

LAURA A. WOODWARD
1899-1944

Miss Laura A. Woodward met a tragic death in Baltimore on December 7th as a result of burns received when a fire razed the parish house of St. Ambrose Church where she and her mother were attending a card party.

Miss Woodward has been a member of Special Libraries Association since 1927 at which time she organized the library of the Maryland Casualty Company where she was librarian at the time of her death. She held many offices and contributed many services to Special Libraries Association. She organized the Baltimore Chapter in 1930 and was its first president. From 1929 to 1931 she was Secretary of the SLA National Insurance Group and from 1932 to 1935 she served as Treasurer of the National Special Libraries Association, and was Vice-President from June 1939 to June 1940. Miss Woodward was elected President of SLA in 1940 in which capacity she ably served for two years. During this time she contributed much to the status of Special Libraries Association as a professional organization. She inaugurated the preparation of "Special Libraries Resources" and actively sponsored its compilation after she left office. She herself not only obtained the services of Rose Vormelker in editing the entries, but gave innumerable hours of her own time and supplied space in her office to forward the work. In 1939 she was Chairman of the National Membership Committee. In 1941 she was one of the leaders in the formation of the Council of National Library Associations, and its Chairman in 1943.

Many of us will remember Miss Woodward when she visited our chapter during her term as National S.L.A. President.

SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP

The following are figures on total memberships held by each chapter of SLA as of December 31, 1944. You will note that our San Francisco Bay Region Chapter ranks seventh in the most memberships held by any group. BUT look which chapter is sixth! We should be able to raise our membership to beat that this year.

Albany	31
Baltimore	54
Boston	223
Cincinnati	66
Cleveland	78
Connecticut	82
Greater St. Louis	45
Illinois	272
Indiana	39
Michigan	130
Milwaukee	43
Minnesota	70
Montreal	60
New Jersey	153
New York	1060
Philadelphia	225
Pittsburgh	111
SAN FRANCISCO	163
Southern California	170
Toronto	52
Washington, D. C.	374
Unaffiliated	140

NEW MEMBERS

Miss Oi-Yung Loo
2718 Buena Vista Way
Berkeley 8, California

ADDRESS CHANGE

Mrs. Alice Stokes Kirwan, Librarian
Receiving Barracks
Naval Station
Seattle 99, Washington

* * * *

EDITOR'S NOTE:

The deadline for the March bulletin is March 2nd! If you have any news, be sure to send it in. Any change in your address should be reported promptly to the Secretary.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1944-1945

President
Miss Elise Hoffman
Golden State Company
San Francisco
EXbrook 5121

Vice President and Editor
Miss Frances Mackin
The Paraffine Companies, Inc.
Emeryville
OLympic 8400

Secretary-Treasurer
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Union List Compilation
Mrs. Marjorie P. Madison
Standard Oil Company
San Francisco
SUtter 7700

War Activities Committee
Miss Ruth Elizabeth Weis
Forestry Library
University of California
AShberry 6000

"Good as it is to inherit a library, it is better to collect one."--Birrell

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 March 1945 Number 6

MARCH MEETING

DATE: Thursday, March 15, 1945 6:15 P.M.

PLACE: Alexander Hamilton Hotel
631 O'Farrell Street
San Francisco

Price $2.00
Including tax and tip

PROGRAM: Miss Nellie Woodward, Executive Director of the Family and Children's Agency in San Francisco, will speak to us on the subject, "SOCIAL PLANNING AND SOCIAL ACTION IN THE SAN FRANCISCO BAY REGION." Her discussion will include the relationship of social planning to the library profession. Miss Woodward is a lively and interesting speaker, and as head of one of the largest private agencies in the West, is in a position to speak with authority on social welfare.

RESERVATIONS: Please make your reservations by Monday, March 12th.

San Francisco members call:

Miss Margaret Miller SUtter 7700

East Bay members call:

Miss Isabella Frost HIgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 March 1945 Number 6

FEBRUARY MEETING

Following dinner at the El Jardin Restaurant, forty-six members and guests of the San Francisco Bay Chapter of the Special Libraries Association visited the Institute of Pacific Relations at 417 Market Street. Their librarian, Miss Anne Burnett, described the American Council, Institute of Pacific Relations, which was founded in 1925 as part of the Institute of Pacific Relations which is an international organization composed of a number of national groups with economic and geographic interests in the Pacific. Its object is to promote the study of the problems of the peoples and nations of the Pacific Area. It is non-governmental and non-partisan, and no policies are formulated. The head office for the American Council is in New York City. Membership in the United States exceeds 3000. Libraries are located in Honolulu, New York, and San Francisco. Financial support comes from individual memberships and from foundations and grants - memberships start at five dollars. Publications include the FAR EASTERN SURVEY, published fortnightly, and PACIFIC AFFAIRS, published quarterly, many books, pamphlets, and texts. Lectures, forums, and radio programs are conducted. Conferences are held approximately every two years which delegates from many countries attend in an unofficial capacity. These conferences are not open to the press so that any of the ideas expressed can not be publicized as official opinions. The last of these was held at Hot Springs Arkansas; reports of the study groups at this conference are available for local clubs and discussion groups upon request. These include such subjects as collective security, the future of Japan, economic problems, and racial and cultural contacts. The Institute of Pacific Relations plans to be active in the coming United Nations Conference which will be held in San Francisco starting April 25th.

After Miss Burnett's interesting talk we browsed around the library which contains about 2000 volumes and an equal number of pamphlets.

DUPLICATE EXCHANGE

It is again time to take stock of our periodicals and other publications, remove all duplicates from the shelves, and list them for the Spring 1945 Duplicate Exchange List. Miss Elizabeth Nutting, Chairman of the Duplicate Exchange Committee, has sent out individual notices to all members requesting that our lists of "Duplicates" and "Wants" be in her office by March 24th. Miss Nutting reports that already there have been a number of requests for the list. Let's all get busy!

CORRECTIONS

In the February issue of the Bulletin, under "January Meeting", an error appeared in the address of the Army Map Service. Your maps of South America should be sent to Capt. Norman D'Evelyn, Army Map Service, 74 New Montgomery Street, San Francisco.

Apologies to Captain Edwin T. Coman, Jr., Army Base Personnel Officer for the L.V.A.A.F., Las Vegas, Nevada who was erroneously reported as a "lieutenant" in the last Bulletin.

PUBLICATION NEWS

"Today's Handbook for Librarians" by Mary A. Sweeney, Director of Occupational Guidance Service in the St. Paul Public Library. American Library Association, 1944.

Gives lists of sources of information about industrial employment and training, rehabilitation, and other social and emotional problems involving individual readjustment and guidance.

* * * *

"Patent Index to Chemical Abstracts, 1907-1936." Special Libraries Association, Science-Technology Group. J. W. Edwards, Publisher, 1944, 479 p. (Lithoprinted from typewritten copy.) Price $12.50.

This patent-number index (arranged by country) conforms with the present index issued yearly since 1936 by Chemical Abstracts. The major portion of this compilation covers foreign patents, and its use will save considerable time in locating abstracts of foreign patents.

* * * *

In response to a request from a group of Insurance Librarians of the Special Libraries Association, the Industrial Arts Index has added two insurance periodicals to their list for indexing: Rough Notes, and Life Insurance Courant.

UNION LIST OF SERIALS

For those of you who have not as yet returned the slips for the Union List - Mrs. Marjorie Madison, Chairman of the Union List Compilation - wishes to remind you to do so.

WE WELCOME TWO NEW MEMBERS

Miss Thelma F. Taylor
Shell Development Company Library
100 Bush Street
San Francisco, California

Miss Barbara Borden, Librarian
Research Department
California Packing Corporation
101 California Street
San Francisco 19, California

CHANGES OF ADDRESS

Miss Oi-Yung Loo
1192 Carrison Street
Berkeley 2, California

Miss Vera Mae Slaughter
American Overseas Petroleum Co.
225 Bush Street
San Francisco
(This is a change in the company name.)

Miss Emily Ethell
Naval Barracks
Naval Supply Depot
Oakland 14, California

(NOTE: Any other address changes should be reported to the Secretary if you wish to receive the bulletin.)

AMONG OURSELVES

Mrs. Alice Richards has a new daughter, Janet Alden Richards, born February 13, 1945. Mrs. Richards formerly was on the staff of the Standard Oil Company of California.

A number of changes have taken place at Standard Oil - Miss Katharine Karpenstein is now on the library staff in charge of the geological section; Miss Sadie Uglow is now with Standard having left the Post Library of the Army Air Forces at Stockton Field.

NO CONVENTION FOR 1945

"In view of the critical transportation situation that necessitated the severely restrictive ODT order, and of the desire of Special Libraries Association to cooperate with the government in its all-out war effort the S.L.A. Executive Board has voted to cancel the Convention scheduled to be held in Chicago May 21-23, 1945. It was only after careful consideration, and with regret, that this step, for the first time in the thirty-seven years of the Association's existence, was deemed necessary. Executive Board and Advisory Council meetings will, however, be called in Chicago at the end of the Association year, to transact the necessary business of the Association. Out of town attendance must be limited to fifty.

"Plans for presenting papers and proceedings in printed form are under consideration. Dates for a Convention in 1946, corresponding to those in 1945, will be held open for the Association by the Drake Hotel.

"Because we shall not have the inspiration of meeting in convention, we must redouble our efforts to support Group, Committee, and Chapter activities to maintain the high level of enthusiasm that characterizes our Association.

Walter Hausdorfer, President

SPECIAL LIBRARIES ASSOCIATION

* * * * *

THE MANPOWER SURVEY

Again we call your attention to the importance of returning the questionnaires sent to you by the Manpower Survey Committee. At the present time the returns from the San Francisco Chapter have been very small - only 15 out of a possible 160 members, and of these 15 only five were from business libraries. This gives a very misleading picture of our membership.

A survey of this nature can be of great value in raising standards professionally, and it is the individual responsibility of each of us to contribute to the success of this project.

The following points are stressed in order that there be no misunderstanding regarding the manner in which this data is to be used:

1. The survey is not intended primarily as an employment record, but rather as a roster of skills and abilities represented in our membership.

2. Salary may be left blank if there is some individual or company reason for not recording it. The Committee hopes, however, that most members will state either the exact amount or a figure within a $500 range.

3. These records will not be accessible to anyone except the Secretary and the professional statistician employed to analyze them.

If your questionnaires are definitely lost, please inform Headquarters. Any questions regarding the Questionnaires can be answered by the President.

WOMEN'S CONFERENCE LUNCHEONS

The next luncheon meeting of this group which is open to any interested San Francisco business woman, will be held March 22nd at 12:15 p.m. in the Jade Room of the Bellevue Hotel. The subject will be, "Meet the Women Who Write the Wheels of San Francisco Industry, or What is a Trade Paper and Why."

Meetings are held once a month, usually on the third Thursday, at 12:15, and speakers are people with up and coming ideas on some of the following topics, scheduled for forthcoming meetings: "San Francisco Sets the Fashions"; "Children's Book Land with San Francisco Children's Authors for Guides"; "Women and the Business of Air Transportation"; "Art's Day in the Sun with San Francisco's favorite Painters, Sculptoresses, and Musicians."

THE APRIL DEADLINE FOR NEWS FOR THE BULLETIN - APRIL 5th!

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN - 1944-1945

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EXbrook 5121

Vice President and Editor
Miss Frances Mackin
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Union List Compilation
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Standard Oil Company
San Francisco
SUtter 7700

War Activities Committee
Miss Ruth Elizabeth Weis
Forestry Library
University of California
AShberry 6000

"Give me the room whose every nook is dedicated to a book." Sherman

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 April 1945 Number 7

APRIL MEETING

DATE: Thursday, April 19, 1945 TIME: 7:30 P.M.

PLACE: Western Regional Research Laboratory of the United States Department of Agriculture, 800 Buchanan St., Albany, California.

PROGRAM: Mr. Ray H. Nagel, Technical Assistant to the Director, will speak on, "THE WORK OF THE WESTERN REGIONAL RESEARCH LABORATORY." He will then conduct the group on a tour of the Laboratory. Miss Anne Avakian, Librarian of the Albany Sub-Branch of the U.S.D.A. Library, will give a brief talk about library resources and services at the Laboratory. We shall also have an opportunity to see the Library.

TRANSPORTATION: From San Francisco take a "G" bus from the terminal at Fremont and Natoma Streets; get off at Marin Avenue on San Pablo Avenue; walk North on San Pablo for one-half block; turn left (West) at Buchanan and walk five short blocks to the Laboratory. The bus leaving San Francisco at 6:41 is recommended. The bus leaving at 6:50 is the last bus out. It will be necessary to arrive at the Terminal about ten minutes ahead of schedule to be sure of getting on the bus.

From Oakland and Berkeley take any car or bus which connects with Bus No. 72 (Richmond), or No. 73 on San Pablo Avenue. Get off at Buchanan and San Pablo; walk West on Buchanan five short blocks to the Laboratory.

RESERVATIONS: This is not a dinner meeting. However, the Laboratory would like to know how many to expect. Will you, therefore, please phone by Tuesday, April 17th.

San Francisco members call:

Miss Margaret Miller - SUtter 7700

East Bay members call:

Miss Isabella Frost - HIgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 April 1945 Number 7

MARCH MEETING

Thirty-seven members and guests of the Special Libraries Association met for the March meeting in the banquet room of the Alexander Hamilton Hotel. Miss Nellie Woodward, Executive Director of the Family and Children's Agency in San Francisco, spoke inspiringly on "Social Planning and Social Action in the San Francisco Bay Region."

Miss Woodward traced the history of social welfare - the necessity for its origin arising from a trend away from rural living, less comfortable living conditions, and a lack of neighborliness; everyone is expected to stand on his own feet. The churches provided a foundation for a social welfare program. The last war brought the first period when people struggling with problems with which they could not deal needed someone to whom they could turn. The depression gave social work its second boost. Miss Woodward quoted Adler who said that the fundamental problems of human nature were first, sex; second, society and third, sustenance. Social work started from a feeling about helping another human being and has grown into one of the largest services in the United States. Today we are faced with the problem of not having enough trained social workers to treat the many problems of human adjustment.

Miss Woodward outlined the philosophy of case work practice, stressing that a human being is first, last, and always a human being. Man has progressed further in controlling environment than in controlling himself, and he is handicapped because he cannot control society enough to utilize his knowledge. The mechanism of social welfare in case work was discussed in terms of the treatment of people with problems and the nature of the problems.

The four areas within which the effectiveness of case work is determined, as presented by Miss Woodward are: the governmental structure of the system and its basic philosophy--social work would not exist in a country which did not have a democratic form of government; available knowledge in areas of social behavior; the skill and capacity of the person who gives the service; the person who is to receive the service and his total situation.

In the San Francisco Bay Area where we are badly overcrowded by an overflow of population, some of which has come from states where the living standards and laws differ from ours, social problems exist which would not be found in a static population. These crowded conditions cause greater restriction of individual independent living. Miss Woodward believes the situation in this area after the war will be even more critical, and, we are not prepared to meet the social welfare problems that will come with the return of service men, unemployment with the closing of the war plants, etc., etc. She touched briefly upon postwar planning in progress as regards the returning veteran and pointed out that whatever is contemplated or planned can hardly be definite since the problem is so vague and we do not know whether the service man wants "to do for himself" or be helped.

THE DOW CHEMICAL LIBRARY AT PITTSBURG

By Edna L. Breslawsky, Librarian

The library of Great Western Division of the Dow Chemical Company was officially recognized in 1940 by creation of the position of librarian.

Mrs. Katherine Taylor had much to do with the organization of this library. Her services were obtained by the company to train me in the library end of the work, and to her I will always be most grateful for her fine counsel and friendship.

There were at the start somewhat less than 500 books, all housed in a room smaller than 9'x12'. In it was a reading table, but space permitted only one chair.

Two years later the walls were figuratively bulging so we moved the library to other quarters, three times as large. And again, less than three years later we had to relocate. Our present room is twice as big as the previous. It is bright and spacious, and protected from outside noises by soundproofing. The volumes now number about 1700 and the list of periodicals has almost doubled.

In the beginning the library was considered exclusively for the research department with books that were confined to Chemistry and Chemical Engineering. But gradually the scope has broadened and we now serve the entire plant with circulation of books and magazines and gathering information on specific requests. The Dow Athletic Club has a small circulating library of current books and best sellers and we were asked to handle these also.

Perhaps items we list as duties of the librarian may seem far afield to some of you. Besides the well recognized duties, including literature searches and translations, there is a huge file of formal and informal research reports, miscellaneous bits of information and correspondence of the department, equipment catalogs, research engineering drawings, and patents which must be ordered, kept indexed and filed. So far there is only a small part of this that I could let George do-----there was no George.

Still, the work is so varied that it continually stimulates my interest.

It would be nice to know more of you members of our Special Libraries Chapter, and to attend meetings with you. I believe that will have to wait until I can come down in my helicopter after the war.

* * *

LIBRARY DEVELOPMENT FUND

You will have received your announcement of the campaign for the Library Development Fund. It is apparent, even from the most selfish point of view, that our special libraries will benefit by having someone in Washington who can take care of library needs, as outlined in the letter from Miss Gillis. Will you please send your contribution to Miss Murray not later than May 31st.

Elise Hoffman, President

* * *

CHANGE OF ADDRESS

The following change should be made in your membership directory:

Miss Ione LaPage
Univ. of Calif. Medical Center
Room 65
Third and Parnassus
San Francisco 22, California

Miss LaPage is the new Personnel Officer for the Medical Center; she formerly worked at the Emporium.

N.B.C.'S MUSIC LIBRARY

By Mary Kathleen Moore, Librarian

The remark, "What an interesting job you have," is undoubtedly most heard by special librarians. The position I hold as one of the very few radio music librarians is one of glamour, if you discount the laborious work of shifting music on the shelves, running up and down ladders and unpacking crates. There is the usual amount of cataloguing, filing, and correspondence to write aside from the many odd jobs pursuant with the job of getting a musical program on the air.

The San Francisco Music Library is second in size to the New York N.B.C. Library and is growing rapidly with the continual writing of new music. There is nothing static in a music library. Publishers send in a steady stream of new material which is checked by the conductors and producers for future use, catalogued, and another shelf filled. Besides this stream of popular music, the library has a very fine collection of symphonies, selections and serious concert music. Scores of operas, musical comedies, cantatas, and sacred music as well as song books of every description fill the shelves. We pride ourselves that we have material at hand to build every type of program necessary at a moment's notice.

In addition to printed music we have manuscript orchestrations which are a valuable part of the music library. These arrangements have been made for specific purposes - as special background music, or as accompaniments for vocalists. Special arrangements give character to familiar music and enhance the listening pleasure. This we recognize when we listen to the name bands on the radio.

We also have a fairly complete library of books pertaining to composers and music. All reviews, clippings and anything remotely related to music is carefully checked and filed for the future use of the continuity writers and producers.

One of the most interesting phases of working in a radio station is the opportunity of hearing the latest developments in the affairs of the world. Also the possibility of meeting and seeing the great and near great personalities who visit the studios to be interviewed. However, the part of music librarianship which I enjoy most is typing to musical accompaniment.

* * *

NEW MEMBERS

Miss Christina Watson, Librarian
Pacific Telephone & Telegraph Co.
140 New Montgomery Street
San Francisco, California

Miss Jane E. Sicknick
1416 Spring Way
Berkeley 8, California

Miss Mary H. Frew
728 Montgomery Street
San Francisco, California
(We are happy to have Miss Frew who transferred from the Washington, D. C. Chapter.)

* * *

UNITED NATIONS CONFERENCE LIBRARY

A library for use by the delegates to the United Nations Conference is being set up by Mr. Paul Kruse of the Library of Congress, in the Veterans' Building and will contain some 2000 volumes covering the field of international law, world federation, and allied topics. The library will be manned by a staff from the Library of Congress and will be open 14-16 hours per day after April 18th. Since approximately two-thirds of the material is to be supplied by local libraries, Mr. Kruse will call upon some of our members for material.

DUPLICATE EXCHANGE

An especially long Spring 1945 Duplicate Exchange List has now been distributed to everyone who requested it. Miss Nutting has a few extra copies available. If you didn't request a copy of the list, and want to change your mind, she will be glad to send one to you.

THE DEADLINE FOR NEWS FOR THE LAST BULLETIN OF THE YEAR:

May 3rd

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN - 1944-1945

President
Miss Elise Hoffman
Golden State Company
San Francisco
EXbrook 5121

Vice President and Editor
Miss Frances Mackin
The Paraffine Companies, Inc.
Emeryville
OLympic 8400

Secretary and Treasurer
Miss Kathleen Moore
National Broadcasting Company
San Francisco
GRaystone 8700

Executive Board Member
Miss Carol Cox
Bureau of Public Administration
University of California
AShberry 6000

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
San Francisco
EXbrook 5400

Employment Committee
Mrs. Katherine Hansen
Standard Oil Company
San Francisco
SUtter 7700

Membership Committee
Miss Mary K. Logan
Mechanics' Institute Library
San Francisco
GArfield 1750

Program Committee
Miss Margaret Miller
Standard Oil Company
San Francisco
SUtter 7700

Publicity Committee
Mrs. Marjorie D. Brown
San Francisco Chronicle
San Francisco
GArfield 1112

Union List Compilation
Mrs. Marjorie P. Madison
Standard Oil Company
San Francisco
SUtter 7700

War Activities Committee
Miss Ruth Elizabeth Weis
Forestry Library
University of California
AShberry 6000

"Books can be arsenals of ideas and fortresses of ideals." - Thomajan

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 May 1945 Number 8

MAY MEETING

DATE: Thursday, May 17, 1945 TIME: 6:15

PLACE: Hellwig's Holland House PRICE: $2.00
21 Stockton Street
San Francisco

PROGRAM: Mr. Paul Kruse of the staff of the United Nations Conference Library will speak to us on the organization and operation of the Conference Library and its relation to the Conference as a service unit.

The Conference Library affords direct reference work to the members of the delegation and to the secretariat. Mr. Kruse came to San Francisco early in April to set up and organize the Library. He is from the staff of the Library of Congress where he is Assistant in Charge of Reference Collections. His work includes selecting and purchasing of reference material for the Library of Congress and for the federal reading rooms and divisional offices. He also teaches references and special documents at the Catholic University in Washington, D. C.

ELECTION OF OFFICERS:

Ballots will be cast for next year's officers. The Nominating Committee recommends:

Elizabeth Scarf Hinkel................President
Fire Underwriters Assoc. of the Pacific

Harriet Collopy.......................Vice-President and Editor
Business Branch, S. F. Public Library

Doris Lanctot.........................Secretary-Treasurer
Pacific Gas and Electric Company

Urania Paizis.........................Executive Board Member
Mechanics Institute

RESERVATIONS: Reservations should be made by Monday, May 14th.

San Francisco members call Miss Harriet Collopy - EXbrook3075

East Bay Members call Miss Isabella Frost - HIgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 15 May 1945 Number 8

APRIL MEETING

A visit to the United States Department of Agriculture's Western Regional Research Laboratory in Albany was attended by fifty-one members and guests of San Francisco Bay Region's Special Libraries Association. There was no dinner preceding this meeting, but if anyone found it necessary to rush away from home without dessert, he suffered little because a sample of Velva-Fruit, a frozen fruit puree developed by the Laboratory, was given to each visitor.

Mr. Ray H. Nagel, Technical Assistant to the Director, described most interestingly the work of the Laboratory in research on the utilization of farm products. Extensive research has been conducted on the dehydration of foods, frozen foods, pectins, canning of citrus products, plastics, adhesives, and protein fibers.

We were taken on a tour through several of the chamical laboratory units and through the pilot plant where semi-commercial size machines are operated; a few shivering moments were spent in the frozen foods locker which is maintained at a temperature of 5° F.

Miss Anne Avakian, Librarian for the Western Regional Research Laboratory, described some of the methods employed in her library, services, and resources. It was interesting to note that the Department of Agriculture has its own classification system which is neither Dewey nor Library of Congress. All books purchased by the Western Regional Laboratory are first received and catalogued in Washington, D. C. We were allowed to browse through the stacks which contained about 5500 volumes principally upon the subjects of chemistry, food products, and food processing.

SEATTLE ORGANIZES A SPECIAL LIBRARIES ASSOCIATION

Greetings to the new Puget Sound Chapter of S.L.A.! We lose several of our own members to this new chapter, but we are most pleased to see the expansion of our splendid organization to the Northwest. Gertrude Minsk of the University of Washington is the president of the new chapter.

Miss Josephine Hollingsworth, a member of the Southern California Chapter of SLA, en route to Seattle to help form this new group, lunched with sixteen of our members on April 26th. Although difficulties of being in downtown San Francisco at lunch time limited the attendance, those who were able to attend were delighted to be able to renew the acquaintance of Miss Hollingsworth.

EDITOR'S NOTE:

The reports of the officers and most of the committees are printed in an abbreviated form below; space does not permit printing them in full. One committee which is not included existed for less than two weeks. Elizabeth Holden and her assistants collected in record time the information which appears in our new Directory of Libraries. This directory was compiled for the combined purpose of bringing the July 1942 list up to date and making the Bay Region resources of the Special Libraries Association evident in case of need in connection with the United Nations Conference. Splendid cooperation from all of the libraries listed was received on this worthwhile project.

REPORT OF THE PRESIDENT 1944/45

The officers and committee members who have worked so diligently for S.L.A. deserve the gratitude of the organization. My special thanks go to Margaret Miller Rocq and her committee who arranged for such splendid meetings, and to Frances Mackin who edited the attractive and interesting bulletins which we have had this year.

The average attendance at our meetings was forty-three. Considering the difficulties of transportation, this is a very satisfactory number. We are looking forward to the time when our Stanford, Sacramento, and other out of town members spend evenings with us again.

All of our libraries have been meeting increased demands this year, and there has not been the time for individuals to visit libraries except on business. This, and the increased difficulty of attending meetings, has made it impossible for us to become as well acquainted with our new members as we would like. We hope that they will not feel that this is due to lack of interest, and that they will call on the rest of us for assistance, and give us a chance to know them and their libraries better.

Several of our members were able to attend the California Library Association Conference in Los Angeles in October, and were able to be present at the SLA session.

Although our attendance at National Conventions is ordinarily very limited, we regret that it was necessary to cancel this year's meeting. When we receive first hand reports of these meetings we have a better appreciation of our part in the National organization. Miss Isabella Frost who was our representative at the 1944 convention was a member of the National Nominating Committee this year.

Serving as president of this cooperative group has been a stimulating experience. My thanks to all of you for your participation in our activities, and my very best wishes for the coming year.

Elise Hoffman

REPORT OF THE VICE-PRESIDENT AND EDITOR, 1944/45

Only once during this year was our President unable to attend a meeting making it necessary for the Vice President to preside. Hence the principal work of this office was that of editing the eight monthly issues of the San Francisco Bay Region Chapter Bulletin.

About 230 copies of each issue were sent out; circulation included all members, prospective members, all presidents and some editors of other SLA chapters, and the officers of our national association. The bulletin has cost approximately $13.50 each month; this cost covered the paper, stencils, 1½¢ stamped envelopes, and mimeographing. A third-class permit, whereby the bulletins could be sent for one cent each, was obtained but after using it once, this method of mailing was found to be much too slow.

Each monthly bulletin contained an announcement of the coming meeting, news of our members and chapter activities, as well as highlights of other chapters' activities, names of new members, and changes of address. Feature articles appeared at intervals throughout the year - Pansy Stagner described Pan American Airways' Library in Honolulu, Leah Frisby reported on the "Send Your Books to War" Campaign, Margaret Hatch wrote a brief history of our Chapter, Edna Breslawsky described her library at the Great Western Division of the Dow Chemical Company in Pittsburg, and Mary Kathleen Moore described NBC's Music Library. Many thanks to each of them and to all others who contributed news.

Respectfully submitted,

Frances Mackin

REPORT OF THE SECRETARY-TREASURER, 1944/45

Balance in Wells Fargo Bank, July 1, 1944		$43.91
Receipts		
Budget from National Assoc., New York, 8/11/44	60.60	
" " " " " " , 2/12/45	68.00	
Membership Dues	23.00	
Total	151.60	195.51
Disbursements		
Bulletin mimeographing and stencils	56.45	
Membership Dues	23.00	
Miscellaneous	7.29	
Postage	3.80	
Stationery	53.16	
Tax	.71	
Total	144.41	144.41
Balance in Wells Fargo Bank, May 1, 1945		51.10

Respectfully submitted,

Mary Kathleen Moore

REPORT OF THE DUPLICATE EXCHANGE COMMITTEE, 1944/45

Again, thanks to the fact that facilities for mimeographing were at our disposal, it was possible to publish both Fall and Spring issues of the Duplicate Exchange List. We regret to note that the number of libraries participating did not increase over last year. On the other hand, more requests for copies of the list were received from both members and non-members than in previous years. An added feature in the Fall issue was a "want list" submitted by the A.L.A. Committee on Aid to Libraries in the War Areas just in time to permit us to include it.

We hope that in the future, in view of the increasing interest in this activity, more libraries will feel encouraged to make it a point to list their contributions.

Respectfully submitted,

Elizabeth Nutting, Chairman

REPORT OF THE MEMBERSHIP COMMITTEE, 1944/45

During the year we added fifteen new members, eight were dropped, and three resigned, leaving an increase of four. Our membership roll as of May 1, 1945 shows as follows:

Active	85
Associate	71
Institutional	10
Total	166

Respectfully submitted,

Mary K. Logan, Chairman
Theodora Larsen
Blanche Dalton
Jeannette Hitchcock

REPORT OF THE UNION LIST COMMITTEE, 1944/45

During the period covered by this report, the committee has returned slips showing periodical holdings of those libraries that had contributed to the Supplement of the Union List published by the Chapter in 1942. These slips were accompanied by a supply of new forms for submitting changes and a letter of explanation as well as samples of each type of change to serve as a guide.

The above material was issued to forty-one libraries including three that had not previously contributed. Returns have been made by twenty-four libraries and the committee has filed most of the slips in the master file and has done some follow-up.

Respectfully submitted,

Marjorie P. Madison, Chairman
Margaret M. Rocq
Agnes G. Reinero

REPORT OF THE PROGRAM COMMITTEE, 1944/45

The general theme for the programs was "SPECIAL LIBRARIES, INDUSTRY, AND THE COMMUNITY" with an accent on problems of the future. The program committee wishes to thank the Chapter membership for suggestions made, and for generous participation in the programs. One committee meeting to plan the programs was held in August. The committee was larger than usual and a new method of operation was tried. Each member took charge of one or more meetings--the selection of restaurant, arrangement with speaker or with the librarian acting as hostess. This plan distributed responsibility in these busy times and perhaps made the committee work more interesting. Members of the committee: Harriet Collopy, Edith Francis, Isabella Frost, and Nello Shelton.

September: Held at Hellwig's Holland House where Thelma Hoffman reviewed papers presented at the 107th meeting of the American Chemical Society, and Isabella Frost reported on the national SLA Conference.

October: Mr. A. Earl Washburn, Deputy Director of the State Reconstruction and Reemployment Commission spoke on "The Bay Region Looks Ahead" at the Hotel Claremont in Berkeley.

November: Dinner at the El Jardin Restaurant and a visit to the California Labor School; this included talks by Dr. Holland Roberts, Dean of Education for the school, and Clara Hanchett, Librarian.

January: Mr. Francis Violich of the San Francisco City Planning Commission spoke on "How Master Planning Works in San Francisco" at a dinner meeting held at Hellwig's Holland House.

February: Following dinner at the El Jardin Restaurant, we visited the Institute of Pacific Relations where Miss Anne Burnett, Librarian, conducted our tour and described the organization.

March: At the Alexander Hamilton Hotel, Miss Nellie Woodward, Executive Director of the Family and Children's Agency in San Francisco, spoke on "Social Planning and Social Action in the San Francisco Bay Region.

April: A visit to the Western Regional Research Laboratory of the U. S. Department of Agriculture in Albany, a talk by Mr. R. H. Nagel, Technical Assistant to the Director, and a description of the library, its resources and services by the librarian, Anne Avakian.

Respectfully submitted,

Margaret M. Rocq, Chairman

REPORT OF THE EMPLOYMENT COMMITTEE, 1944/45

Twenty-two applicants were interviewed and inquiries were received from four applicants living outside the State. One temporary and four full-time positions were filled. Five positions were unfilled or were filled by persons not registered with S.L.A. Some of these were junior positions and the number of persons available for such jobs has been unusually small.

Respectfully submitted,

Katherine M. Hansen, Chairman

WAR ACTIVITIES COMMITTEE REPORT, 1944/45

In spite of the fact that the state-wide campaign for more books for overseas never did materialize as an organized movement, all of our libraries have continued as depositories for this material. As every book collected is a "good" count, we want to thank every one for his assistance.

Particularly at this time we want to express our gratitude to Miss Mary Kathleen Moore of N.B.C. who was instrumental in making an especially large collection of books during the present year and to those many more whose interest and loyalty have not flagged but who we cannot individually thank.

It may be of interest to note here that books are still being received at the Ninth Service Command Library Depot at the Presidio. These books are coming from many parts of the state and from many types of libraries. But the number being received now has decreased appreciably as compared with earlier in the year and as compared also to the number received a year ago.

My sincerest thanks to Miss Jessica Fredricks of the San Francisco Public Library, Music Department, and to Mrs. Leah Frisby of the 9th Service Command Library Depot, Donated Books Section, who were most willing and cooperative members of our committee.

Respectfully submitted,

Ruth Elizabeth Weis, Chairman

* * * * *

POSITION OPEN

Mrs. Katherine Hansen, Chairman of the Employment Committee, reports two openings for anyone interested. One is a junior position in the Bay Area, and the other is for a cataloguer in Honolulu. Complete details on these two positions can be obtained from Mrs. Hansen at SUtter 7700.

"Money invested in a library gives much better returns than mining stock."--Sir William Osler

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

VOLUME 16 SEPTEMBER 1945 NUMBER 1

SEPTEMBER MEETING

DATE: Thursday, September 20, 1945 6:15 promptly

PLACE: Hellwig's Holland House Price $1.54
41 Stockton Street (upstairs)

PROGRAM: Samuel C. May, Professor of Political Science and Director of the Bureau of Public Administration, University of California, will speak of the subject of health insurance and medical care.

RESERVATIONS: Please make your reservations by Monday, September 17, 1945.

San Francisco members may call:

Miss Signe Ruh Ottersen - Yu 3111, Local 46

East Bay members may call:

Miss Isabella Frost - Hi 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 September 1945 Number 1

MAY MEETING

The Staff of the United Nations Conference Library met with sixty members of the San Francisco Bay Region Special Libraries Association at Hellwig's Holland House on May 17, for our last meeting before the summer vacation. Much of our curiosity about the Conference Library and its staff - Mary L. Hurt; Dr. Jerrold Orne, temporarily detached from the Navy for the duration of the Conference; Ruth Savord from the Council on Foreign Relations, New York; Denys P. Myers, International Secretariate and Department of State, Paul Kruse, from the Reference Department of the Library of Congress - was satisfied after Mr. Kruse described the Conference Library set up by the Library of Congress.

The second floor of the Veterans Memorial Building housed a reference library of some 3000 volumes for the exclusive use of the delegates and the Secretariate at the United Nations Conference. About three-fourths of the material was drawn from local libraries - the University of California, Stanford University, Mills College, Hoover Library of War and Peace, San Francisco Public Library, the San Francisco Law Library, and the library of the Presidio of San Francisco. The collection included a complete set of publications of the League of Nations; treaties; all available documentation on the preliminary conferences leading up to this meeting - Dumbarton Oaks, Bretton Woods, Hot Springs, Montreal; books on treaty-making and plans for world organization and world federation; national law; statistical year books of the nations of the world; encyclopaedias, atlases, and dictionaries; The New York Times, London Times, Christian Science Monitor and many other current periodicals and newspapers including as many foreign publications as could be procured; periodicals indices, etc. In addition to his description of the Library itself, Mr. Kruse told us briefly about the people who visited the library and their requests. Since it was impossible for any of us to visit the Conference library, this interesting evening spent with the Library Staff was most enjoyable.

The report of the Nominating Committee was accepted. Officers elected for the coming year were: President - Elizabeth Scarf Hinkel, Fire Underwriters Association of the Pacific; Vice President and Editor - Harriet Collogy, Business Branch of the San Francisco Public Library; Secretary-Treasurer - Doris Lanctot, Pacific Gas and Electric Company; and Executive Board Member - Urania Paizis, Mechanics Institute Library.

VETERANS INFORMATION SERVICE

The Veterans Information Service of the San Francisco Public Library is now almost two years old. Discharged veterans began to bring their problems to the library in 1943. Later on, as more men were released from the armed forces, the idea of and information service became increasingly important. The library immediately set to work and organized a service to meet the demands of returning veterans.

The purpose of the service is primarily to direct the veterans to the proper agency established in the city where he may receive personal aid and assistance in adjusting himself to civilian life. It functions through the Reference Department of the Main Library where current information on laws, benefits, education and agencies are kept on file and easily available. Requests from veterans overseas are also frequently received and are taken care of through the information service.

In its service for veterans, the library cooperates with the San Francisco Veterans Information Service Center, recently established in the City Hall under the direction of Richard A. Harrison and Russell A. Owen. Every effort is made to assist the veteran and the slogan of the Library's Information Service is, "Don't give the veteran the RUN-AROUND! Help him.

AMONG OURSELVES

Mrs. Avis Bryson Stopple has a new daughter, Suzanne, born on July 22, 1945. Mrs. Stopple was formerly librarian for the Fire Underwriters Association of the Pacific.

Mrs. Jeannette Gormley Yeazell, former Standard Oil Company librarian, has a new son, Stephen, born on June 10, 1945.

Mrs. Margaret Butler, formerly with the Safeway Library has taken a position with the University of California Medical School Library.

WELCOME BACK

We take pleasure in welcoming back two of our members from the armed services. Captain Edwin T. Coman, Jr., on terminal leave, is returning to his former position with Stanford University. Mr. John Stump has returned to his former position with Mechanics Institute Library.

JOB OPPORTUNITIES

Six job openings are listed with the Employment Committee. Five are staff positions in the Bay Area; one is in Sacramento with a State agency. If you are interested in learning more about these positions, telephone Mrs. Edith S. Francis, Hemlock 3800, Local 33.

CALIFORNIA LIBRARY ASSOCIATION

It has been said Americans are the greatest joiners in the world, they will join anything. Be that as it may, the fact remains that it is a wise move to affiliate with the organizations relative to one's profession. The California Library Association can be placed in that category. CLA is the most important association in California in which every librarian should be anxious to participate. It is the recognized professional fraternity for us. A very fine program of research and investigation of salaries, working conditions, standardization of jobs and security is constantly conducted by CLA and a sharp watch is kept on legislation effecting libraries.

Since no general meetings can be held during this emergency the district meetings are fountains from which inspiration is derived. At the district meetings a sincere effort is made to bring before librarians noteworthy developments in all fields, ideas that have been tried successfully by libraries, glimpses of what is going on outside and how it effects the library, and contact with other persons in the professional field.

Membership dues are nominal in the CLA, based on the salary scale.

$100-124.99	$1.25
125-199.99	1.75
200-299.99	2.50
300-up	3.50

An excellent bulletin is issued quarterly presenting special articles that are always of interest, regardless of the type of work one is doing, and news of activities in the library world. To belong to CLA gives one a sort of prestige because it indicates he takes pride in his chosen work and desires to be identified with it.

Wouldn't you, too, like to associate with this group and benefit by the cooperation of a large organization?

Miss Theodora Larsen, Alameda Free Library, Alameda, is chairman of the Membership Committee, San Francisco Bay District, CLA. She will be glad to acquaint you further with the benefits of membership. You may call her at LA 2-3578.

WANTED

The Executive Office is attempting to complete the files of all chapter bulletins for the Archives. The following numbers of the San Francisco Bay Region Chapter are missing: Vol. 4 - 1-2; Mar-June 1933; December 1932; January - June 1932. Will anyone who is able to supply these missing numbers please contact your Editor as soon as possible.

CENSUS PUBLICATIONS AVAILABLE

Members of the San Francisco Chapter of the Special Libraries Association may be interested in the new publications of the Bureau of Census - Census Publications, Subject Guide and Part 2 of the series, List of Publications Issued, Except Regular Monthly or Quarterly Releases. Anyone who finds these publications useful can receive them by sending a request to the Director, Bureau of the Census. Part I, the annual listing, has not yet been issued.

THE DEADLINE FOR NEWS FOR THE OCTOBER BULLETIN IS OCTOBER 5th!

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN-1944-45.

President
Mrs. Elizabeth Scarf Hinkel
Fire Underwriters Association of the Pacific
818 Merchants Exchange Building
San Francisco 4, California
Sutter 8828

Vice President and Editor
Miss Harriet Collopy
Business Branch Public Library
629 Russ Building
San Francisco 4
Exbrook 3075

Secretary-Treasurer
Miss Doris Lanctot
Pacific Gas and Electric Company
San Francisco 6
Sutter 4211

Executive Board Member
Miss Urania Paizis
Mechanics Institute Library
San Francisco 4
Garfield 1750

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
San Francisco
Exbrook 5400

Employment Committee
Mrs. Edith Schofield Francis
U. S. Employment Service
1696 Mission Street
San Francisco 3
Hemlock 3800

Hospitality Committee
Miss Signe Ruh Otterson
U. S. Department of Agriculture
630 Sansome Street
Yu 3111

Program Committee
Miss Isabella Frost
Safeway Stores Inc.
Oakland, California
Highgate 4711

Union List Compilation
Mrs. Margaret Miller Rocq
Standard Oil Company
San Francisco 4
Sutter 7700

Chairmen for the Publicity and Membership Committees will be announced in the next issue.

"Knowing books exist is not enough - they must be used"

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 October 1945 Number 2

OCTOBER MEETING

DATE: Thursday, October 18, 1945 6:15 promptly

PLACE:
Alexander Hamilton Hotel
631 O'Farrell Street
Parlor "B" - Mezzanine Floor

Price: $2.05
Including tax
and tip.

PROGRAM: William L. Montgomery, Managing Director of the China-America Council of Commerce and Industry will speak on China Tomorrow

RESERVATIONS: Please make your reservations by Monday, October 15, 1945.

San Francisco members may call:

Miss Bette Holden - Sutter 8420

East Bay members may call:

Miss Isabella Frost - Highgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 October 1945 Number 2

SEPTEMBER MEETING

Compulsory health insurance has always been a vital topic of discussion. Perhaps more so this year as two health insurance bills - Governor Warren's and the Thomas Bill - were introduced into the California legislature. So it was with great interest that the San Francisco Chapter of the Special Libraries Association looked forward to hearing Dr. Samuel C. May, an authority and one of health insurance's most enthusiastic supporters since 1935, discuss this subject at Hellwig's Holland House on Thursday evening, September 20.

Dr. May believes that we will eventually have compulsory health insurance and when it arrives wonder why we did not have it before.

In the past few years we have experienced advances in many fields but none of these have been as significant as the advances in medical science. We now have the finest equipment and facilities yet statistics prove that all do not benefit by this progress. Since the late twenties, there have been committees appointed to survey medical care and all results have shown that one third of the American public does not receive any medical treatment and that this is due to their lack of ability to pay. This does not mean that medical care should be made cheaper but that it should be available to all. This is in line with the thinking of all large countries except our own.

For ten years we have had insurance against poverty and old age; against industrial accident; against unemployment; against fire and other hazards. Why not apply these same insurance principles to health?

Compulsory health insurance has nothing to do with the practice of medicine but merely provides that the economics of it will be provided. Health insurance is not a form of practice but a method of distributing the cost. It has nothing to do with the skills of the doctor and it leaves free the relationship between doctor and patient.

Dr. May believes that compulsory health insurance would in no way interfere with the practice of medicine, with the relationship between doctor and patient and would not lead to State medicine. It simply would apply insurance principles which would provide a central fund whereby all bills would be paid when any member becomes ill. It would make medical care available to all.

We are grateful to Dr. May for a very enlightening evening.

ANNOUNCEMENTS

It is important that any changes of address be reported immediately to the Secretary, Miss Doris Lanctot, so that she may include them in the new Membership Directory which will be published next month.

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We need only three copies of the San Francisco Bay Region Chapter Bulletin to complete the archives file for the Executive Office. They are: Volume 4 - 1-2; and March 1932. It will be appreciated if anyone able to supply these numbers will contact your editor as soon as possible.

******

Mrs. Edith Francis, Chairman of the Employment Committee, would like to have those interested in new positions telephone and make an appointment before visiting her.

******

We are anxious to have news contributions from more of our members. The deadline for the November Bulletin is NOVEMBER 1.

******

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN 1944-45.

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Montrose 3600

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Oakland, California
Highgate 4711

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Mrs. Margaret Miller Rocq
Standard Oil Company
San Francisco 4, California
Sutter 7700

"Everyman is a volume if you know how to read him" - Channing

MEDICAL LIBRARY

United States Naval Hospital, San Leandro, California

by

Rita Waldman, Ph M 3-C, Librarian

The organization of a medical library in a newly commissioned Naval Hospital in time of war, is often attended by unavoidable delay in procuring an adequate working nucleus. This hospital was commissioned August 15, 1944. By January 1, 1945, a fairly representative list of standard texts and reference works in all branches of medicine was available to our staff. In addition thirty carefully selected journals were regularly received.

In the organization of the library a Hospital Corpswave, with a knowledge of library technique, was selected as staff librarian. It is of utmost importance that the librarian should have had training and show an enthusiasm and adaptability for her work. One of her first efforts was to write the Special Libraries Association for suggestions for use in the organization of the special library. The Association replied wholeheartedly with a list of basic reference tools, directories, abstracts and indices.

As the library's services became better known to the medical staff of the hospital, many requests came for the preparation of bibliographies and the necessary material to carry out their study. Resources in other libraries in the locality were obtained through interlibrary loan. In this respect the Highland County Hospital Medical Library in Oakland, the Library of the University of California Medical School and the Lane Medical Library in San Francisco have generously opened their service to us. Without the resources of these libraries it would be extemely difficult to meet the demands received.

This is an active treatment hospital whose main objective is definitive care. It has a well trained staff eager to keep abreast of the times for personal reasons as well as practical application to current medical and surgical problems.

The activities of the library are best described by the following typical requests received in a day:

Write the American Medical Association for their package library on epilipsy.
Write Doctor Fulton at Yale for his reprint on Blast Concussion.
Please prepare a bibliography on the use of histamine.
Have this article photostated.
Order this list of books for me from the Medical Book Store.

(Before joining the WAVES, Miss Waldman was the assistant librarian at the Federal Reserve Bank Library and a member of the San Francisco Bay Region Chapter.)

CENSUS PUBLICATIONS AVAILABLE

Complimentary copies of the following releases have been made available to Cooperative Offices, Chambers of Comerce, Schools and Libraries. Anyone desiring these may secure them from the Regional Office of the United States Department of Commerce, 307 Custom House, San Francisco 11.

Sixteenth Census State Bulletins:
Population: First Series - Number of inhabitants
Second " - Characteristics of populations
Third " - The labor force
Fourth " - Characteristics by age
Housing: First " - Data for small areas
Second " - General characteristics
Third " - Characteristics by monthly rent or value
Fourth " - Mortages on owner-occupied nonfarm homes
State Bulletins - Agriculture:
First Series - Uses of land, principal crops, and livestock including poultry.
Second " - Detailed State and county figures on farm expenditures, facilities, mortgages, taxes, fruits and vegetables, minor field crops, and miscellaneous farm information.
Third " - Detailed State and county figures covering value of farm products and farms classified by major sources of income.
State Reports on Census of Business:
Volume I, Part 3 - Retail trade
Volume II - Wholesale trade
Volume III - Service establishments
State Reports on Census of Manufacturers

CHANGE OF ADDRESS

Miss Juliet C. Vradenburg
Commonwealth Club of California
St. Francis Hotel, San Francisco

Miss Dorothy Donahoe
Technical Laboratory Library
Mare Island, California

WELCOME TO OUR NEW MEMBERS

Miss Edna Ralston
Technical Laboratory Library
Mare Island, California

Miss Mary Fowler
California State Chamber of Commerce
350 Bush Street
San Francisco, California

Miss Lillian Stauffer
California State Department of Health
760 Market Street
San Francisco 2, California

Miss Betty O'Connell
Standard Oil Library
San Francisco

Miss Alida J. Bigelow
Pacific Area Office Area Library
American National Red Cross
61 Grove Street, San Francisco

Miss Ruth A. Ogilvie
2415 Prospect Street
Berkeley 4, California
(Miss Ogilvie is a transfer from the Boston Chapter.)

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 November 1945 Number 3

NOVEMBER MEETING

DATE: Thursday, November 15, 1945 6:15 P. M.

DINNER: Maison-Paul Grill
1214 Market Street
(Opposite the Whitcomb Hotel)
Price: $1.60
Plus tax and tip

PROGRAM: San Francisco Museum of Art 8:00 o'clock
Veteran's War Memorial Building
McAllister and Van Ness Avenue
Will visit the exhibits, galleries and art library.

There will be a talk by Mrs. Nora Lee Rohr, Assistant Curator, in charge of Publicity and Education.

RESERVATIONS: Please make your reservation by Tuesday, November 13, 1945.

San Francisco member may call:

Miss Signe Ruh Ottersen - Yu 3111, Local 46

East Bay members may call:

Miss Isabella Frost - Highgate 4711

TRANSPORTATION: To dinner - take any Market Street car and get off at Eighth Street.

To the Veteran's Building - take the number five street car and get off at Van Ness Avenue

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 November 1945 Number 3

OCTOBER MEETING

Forty - four members of the San Francisco Bay Region Chapter met for dinner at the Alexander Hamilton Hotel on Thursday, October 18, to hear Mr. William L. Montgomery, for sixteen years Manager of the World Trade Department of the San Francisco Chamber of Commerce and for the last year Managing Director of the San Francisco Bay Regional Board of the China - America Council of Commerce and Industry, speak on the industrial future of China.

As Mr. Montgomery talked we realized how vital the economic future of China is to the whole world and how important a part she will play in its reconstruction. To do this, other countries must assist China in developing her natural resources and in building up her industries.

American business is cooperating with the industrial training plan being developed under the China-America Council of Commerce and Industry. Chinese technicans are selected for special training in American industry, transportation, communications and various other fields. The training period is for a maximum of one year and iach student receives not less than one hundred and fifty dollars per month. When his training is completed he returns to China and helps to train others in the particular industry in which he specialized. This program accomplishes in one year that which would ordinarily take five or seven years in China.

China's industrialization requires the help of foreign capital. The question arises how will China finance this assistance. China has resources which we need for our industries. Some of these commodities, tungsten, antimony, tin, tung oil, furs, hides, skins and embroidery goods, can be exchanged for a growing volume of American exports. China's credit is good; in all past obligations she has paid off her loans faithfully on time or before maturity. As far as finance is concerned the picture for China brightens.

The China-America Council of Commerce and Industry, formed in January 1944, is an association of business and industrial concerns formed to develop commercial and financial relations between China and the United States. Its membership now includes firms in more than fifty lines of business, representing practically all of the major industries interested in either establishing branch factories in China, in supplying necessary materials for industrial expansion. Engineering companies are also interested from the standpoint of design or plant layout.

After hearing Mr. Montgomery speak we have a better understanding of the problems which confront China. We thank him for a very pleasant and interesting evening.

NEW LIBRARIES

We are proud to announce that two of our members are busy starting new libraries. Mrs. Dorothy Andrews Williams is organizing a library for the Anglo California National Bank, 1 Sansome Street. Miss Ruth Ogilvie, a transfer from the Boston Chapter, is now starting a library for the Surplus Property Division of the Reconstruction Finance Corporation 265 Montgomery Street.

NEW MEMBERS

Donald Coney, Librarian
University of California
Berkeley, California

Donald Coney, formerly librarian of the University of Texas, succeeded Harold L. Leupp as librarian of the University of California. Mr. Coney is a graduate of the University of Michigan where he took his master's degree in library science. He has held positions in the libraries and library schools of various universities and institutions, and since 1934 has been at the University of Texas.

Lt. William S. Downey
U. S. S. Frederick Fusston
Fleet Post Office
San Francisco, California

Miss Hendrine Rozendal
540 Taylor Avenue
Alameda, California
(Transfer from the Illinois Chapter)

Miss Beverly Cleary
Oakland Regional Hospital
14th and Harrison Streets
Oakland, California

Miss Helen Olseen
Safeway Stores Inc.
Oakland, California
(Transfer from the Southern California Chapter)

JOB CHANGES

Mrs. Prudence Hile
South Vallejo Branch
Vallejo Public Library
Vallejo, California

Miss Thelma Taylor
Shell Agricultural Laboratory
P. O. Box 1531
Modesto, California
(Miss Taylor will be in Modesto full time after November 1.)

NATIONAL PRESIDENT

Herman Henkle, Processing Department of the Library of Congress, succeeds Mr. Walter Hausdorfer as President of the Special Libraries Association. The San Francisco Bay Region Chapter wishes Mr. Henkle a successful year.

GLIMPSES OF MY LIBRARY TOURS WHILE IN THE MIDDLE WEST

By Dorothy Andrews Williams

During the past six months I have enjoyed the privilege of touring many libraries in the Middle West. This gave me an opportunity to see and study various library systems. While in Chicago I worked part-time in the *Industrial Relations Center* Library at the University of Chicago helping Miss Margaret Egan, Librarian. I wish I could have had the time to cover many more libraries as the Chicago Metropolitan area is one of the great library centers of the United States.

Near beautiful Jackson Park in Chicago is located the campus of the University of Chicago on "The Midway". Among some of the prominent structures in the Gothic style is the *Harper Memorial Library*, where I had the pleasure of working in the newly established departmental library of industrial relations, and the *Oriental Institute* whose exhibits include relics from ancient civilizations of the Near East gathered by the University's archeologists.

Across "The Midway", the Joint Reference Library, maintained by the Public Administration Clearing House, contains detailed material on public administration, public works, public welfare, municipal government and tax administration.

On the South Side, at the entrance to Jackson Park, is the famous *Museum of Science and Industry*, founded by Julius Rosenwald. Here I enjoyed visiting its special *Donnelley Collection* of aeronautical photographs. I must admit I spent most of my time exploring the marvelous exhibits of scientific and industrial progress in this museum.

The well known *John Crerar Library* houses a valuable collection of scientific and technical data. It is strictly a reference library and is especially noted for its medical books. I had the pleasure of seeing some of the *Senn Medical Collection* and parts of the *Chanute Collection* on aeronautics.

The *Chicago Public Library* is across the street; one of its special interests is the large department for the blind. From there, I visited the *Chicago Natural History Museum*, an institution containing a wealth of material on both modern and ancient times. Equally famous, is the *Art Institute of Chicago* which has the second largest collection of masterpieces in the United States. It maintains two outstanding libraries: - *Burnham Library of Architecture* and the *Ryerson Art Library*.

Interesting lectures on the solar system and the universe may be heard at the *Adler Planetarius and Astronomical Museum.* The Planetarium's special collection includes the astronomical library of Professor Elias Colbert.

(In our next issue, Mrs. Williams will take us to the North Side of Chicago, Ann Arbor, Michigan, Milwaukee, and Denver.)

EDITOR'S NOTE

This is the last bulletin before the holidays. News for the January Bulletin must be in by January 3, 1946.

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SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN 1944-45

President
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818 Merchants Exchange Building
San Francisco 4, California
Sutter 8828

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Oakland, California
Highgate 4711

Union List Compilation
Mrs. Margaret Miller Rocq
Standard Oil Company
San Francisco 4, California
Sutter 7700

******

"Books are the ever-learning lamps of accumulated wisdom" -- G. W. Curtis

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 January 1946 Number 3

JANUARY MEETING

DATE: Thursday, January 17, 1946 6:30 P.M.

DINNER: College Women's Club $1.54
Corner Bamcroft and College
Berkeley

PROGRAM: We will visit two libraries 8:00 o'clock
on the U. C. Campus, both
in the University Library.
The Bancroft Library and the
Bureau of Public Administration
and Library of Economic Research.

RESERVATIONS: Please make your reservation by Tuesday, January 15, 1946

San Francisco members may call:
Miss Signe Ruh Ottersen - Yu 3111, Local 46

East Bay Members may call:
Miss Isabella Frost - Highgate 4711

TRANSPORTATION: San Francisco members take the F train at the terminal and transfer to the K at Alcatraz. Get off at Bancroft and College. (Between five and six, the F train leaves every ten minutes.)

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 January 1946 Number 4

NOVEMBER MEETING

Fifty members met at the San Francisco Museum of Art for our last meeting of 1945. Mrs. Nora Lee Rohr, Assistant Curator, in charge of Publicity and Education addressed the group.

The San Francisco Museum of Art is specialized and deals with contemporary art and living artists, nineteenth century predecessors of modern art, and anything relating to the aethetics of modern living. The museum exhibits experimental works, many of which are a gamble. However, sometimes in these exhibits, there is often at least one good painting.

Artists of today are much happier than the artists of the last three centuries, since contemporary artists have more opportunity to exhibit, thus making for an early acknowledgement of their work. This constant stimulus has a negative effect as well, in that some artists become overworked.

"Man Becomes an Artist" was a very interesting exhibit, consisting of twenty four panels sent out by the Society of Anthropologists of Santa Fe and arranged by Hilaire Hiller. Mrs. Rohr pointed out how carefully the pictures were hung. Each mounting, while holding to a uniform idea, differs slightly in color from the others. This is to hold the attention of those looking at the exhibit by eliminating the monotony of each poster looking exactly like all the others. This principle could well be applied to library bulletin boards.

Mrs. Rohr mentioned that "label art" is a very difficult part of arranging an exhibit. The labels must be in large type, few words, and spaced so as to be pleasant to read.

On our tour of the galleries we visited the Charles Burchfield exhibit. Another interesting exhibit was that of paintings done by nursery school children, ages two to four. These paintings are not artistic but important because of the part they play in the development of the child's self expression.

Our tour terminated in the museum library, a small, friendly library, where self-service is the rule. The library is important as a source of contemporary art. There the group browsed around looking at many rare and beautiful books, especially the limited edition of Gauguin, handmade in Germany before the war.

We all had a very enjoyable time, and many were heard to say they wanted to return to the library for another visit. We wish to thank Mrs. Rohr and her staff for an interesting and profitable evening.

SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP. RENEW OR JOIN NOW!

We feel that membership in the Special Libraries Association affords many fine privileges. In addition to the pleasant social contacts with other librarians and business executives, it offers an employment bureau, interesting speakers at the monthly meetings, and visits to libraries of the Bay Area. The National organization provides wider contacts of the same type, numerous invaluable publications, including the journal, *Special Libraries*, and membership in special interest groups.

A large membership increases our efficiency and service as an organization. Renew your membership or join now. Application forms and any additional information which you may require may be obtained from the Membership Chairman, Mrs. Margaret Butler, U. C. Medical Library.

Types and privileges of membership are:

SUSTAINING...$25.00
For individuals, firms or other organizations not actively engaged in library, statistical or research work but interested in supporting the organization. Includes *Special Libraries.*

INSTITUTIONAL...$15.00
For individuals, libraries, firms or other organizations maintaining a library, statistical or research department. Includes *Special Libraries.*

ACTIVE...$5.00
For individuals actively engaged in library, statistical or research work or for those who were formerly so engaged. Includes *Special Libraries.*

LIFE...$100.00
For those desiring to enjoy all the rights and privileges of Active members by the payment of dues at one time, without further financial obligation. Includes *Special Libraries.*

ASSOCIATE...$2.00
For individuals actively engaged in library, statistical or research work or for those who were formerly so engaged. Includes the *Proceedings* issue of *Special Libraries.*

STUDENT...$2.00
For persons enrolled in classes in library, statistical or research work. Includes the *Proceedings* issue of *Special Libraries.*

*****

NEW APPOINTMENTS

Mr. Lawrence J. Clarke has been appointed Librarian of the San Francisco Public Library, succeeding Mr. Robert Rea who retired last month. Mr. Clarke, a graduate of the University of California Library School, has been with the San Francisco Library for eighteen years.

Miss Phyllis Anderson succeeds Mrs. Beryl Lusher as Librarian for Pan American Airways.

GLIMPSES OF MY LIBRARY TOURS WHILE IN THE MIDDLE WEST

(A continuation of Mrs. William's account which
appeared in the November Bulletin)

Going to the North Side of Chicago, I visited the renowned Newberry Library, a reference and research institution in humanities, with special collections in genealogy, music, printing and the American Indian. The fine collection of rare books and manuscripts, which I had the privilege of seeing through Mr. Stanley Pargellis, Librarian, was of particular interest.

Any tour of Chicago should include a visit to the American Library Association Headquarters and see its library with extensive data on public, school and college libraries.

On the beautiful campus of Northwestern University at Evanston is the modern Charles Deering Library. It is noted for its Charles G. Dawes, Japanese, Greenleaf, and Schneider collections. I also had the opportunity of visiting the departmental library in the New Technological Institute, located in a five million dollar building, which contains the engineering, chemistry and physics sections of the general library.

From Chicago, I went to Ann Arbor, Michigan, and visited the general library on the campus of the University of Michigan. Of special interest was the collection of Greek Papyri from Egypt, early mathematical books, English drama and the Parsons Library of Political Science. The departmental library on Transportation has a unique and rare collection of material dealing with the origin, history and development of various transportation systems.

The Public Museum and Library of Milwaukee offers lectures and planned courses of study. The museum exhibits a large collection of pre-historic Indian artifacts.

Denver's beautiful Public Library, with its unusual collection of Eugene Field, is located in the Civic Center. The State Historical Museum of Denver has a fascinating exhibit of pioneer days of Colorado including the remains of Cliff Dwellers. The Colorado Museum of Natural History maintains a collection of native animals and bird groups.

One of the highlights of my trip to the Middle West was meeting the National Officers of the S. L. A. at the Executive Board and Advisory Council meeting held at the Drake Hotel, Chicago, on Saturday, June 9. I was privileged to attend this annual conference as Chapter Representative for the San Francisco Bay Region Chapter, and found that I was the only representative present from the Pacific Coast. It was interesting to meet various Chapter Presidents who had travelled long distances to attend.

In closing, I might add that I was able to attend all of the spring meetings of the Illinois Chapter of the S. L. A. and I owe a word of thanks and appreciation to my new friends in the Illinois Chapter who did much to make these library tours pleasant and worthwhile.

Major Norman F. D'Evelyn of the Army Map Service, wishes to express his appreciation for the interest and helpfulness of the Special Libraries Association and many of its members individually in furtherance of the undertakings of the Army Map Service during the war.

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MEMBERSHIP DIRECTORY

By this time, all members should have received their membership directory, printed through the courtesy of the Pacific, Gas and Electric Company. In order to keep this roster up to date, please report any changes to the Secretary.

THE DEADLINE FOR THE NEXT BULLETIN IS FEBRUARY 7, 1946

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SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN 1945-46

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Oakland, California
Highgate 4711

UNION LIST COMPILATION
Mrs. Margaret Miller Bocq
Standard Oil Company
San Francisco 4, California
Sutter 7700

****

"A good book is the best of friends, the same today and forever"-Tupper.

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 February 1946 Number 5

FEBRUARY MEETING

DATE: Thursday, February 14, 1946 6:30 P.M.
(Meeting is being held one week earlier this month)

PLACE: Hotel Alexander Hamilton - 631 O'Farrell Street
Take the Geary Street car - get off at Leavenworth and walk down one block to O'Farrell.

PRICE: $2.05 including tip and tax.

PROGRAM: Mr. Pierre F. Rocq, one of our SLA members, will speak to us on "Patents and Patent Searches." Mr. Rocq, who has been admitted to the California Bar recently, is assistant Patent Attorney at the California Research Corporation. He was formerly associated with their library in Richmond so he is particularly well suited to tell us something of this important field.

RESERVATIONS: Please make your reservation by Monday, February 11, 1946

San Francisco Members may call:
Miss Signe Ruh Ottersen - Yu3111, Local 46

East Bay Members may call:
Miss Isabella Frost - Highgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 February 1946 Number 5

JANUARY MEETING

Sixty-six members met for our first meeting of the New Year at the College Women's Club in Berkeley. After dinner we were privileged to visit the Bancroft Library and the Bureau of Public Administration and Library of Economic Research both located in the library building on the University of California campus.

The Bancroft Library specializes in the history of the Pacific Coast from Alaska to Panama. Mr. Hubert Howe Bancroft started collecting all available materials on the region in the 1860's, including books, pamphlets, manuscripts, maps, and files of newspapers. In 1905, when the University acquired the collection, it was described by the famous historian Reuben Gold Thwaites, as "astonishingly large and complete, easily first in its own field, and taking high rank among the famous collections of Americana, such as exist at Harvard University, the Boston Public Library, the Library of Congress, the New York State Library, and the Wisconsin Historical Society." Many of the materials on display were from the original collection and gave us an idea of the extensive resources which Mr. Bancroft had at hand when he produced his thirty-nine volume set of histories of the Pacific slope.

Since the University acquired the Bancroft Library many appreciable additions have been made to the collection. About 1910, the University Library transferred a valuable lot of Californiana, a Robert E. Gowan collection, to the Bancroft Library. More recently the library has been enriched by gifts from descendents of Governor Pardee, the Fitch family, the heir of the well-known attorney John T. Doyle, and Mrs. Dana Coolidge.

The Bureau of Public Administration was established in 1918 and the Library of Economic Research in 1920. In 1926, these two libraries combined and are now under the supervision of one librarian although each has its own budget. This strictly a pamphlet, document and periodical collection which supplements the University Library. This library specializes in planning, public finance, labor and employment, welfare, social insurance, criminal justice, and administration in general. It serves the faculty, research staff, graduate students, and undergraduate students working on term papers.

ANNOUNCEMENT

Mrs. Hinkel announced that one of our members, Mrs. Dorothy Andrews Williams, has been nominated for Second Vice President of the Special Libraries Association. This is the first nomination our chapter has had for a national office.

A MEMBER WRITES FROM FRANCE

"I have been over here in France since June 1945 - still working as an army librarian. Have had lots of fun these last six months jeeping around Normandy setting up libraries in army camps around the country. Am at present stationed at Camp Herbert Tareyton - a large staging camp in the woods in back of the city of LeHavre. Living conditions are a bit rough- but the work is lots of fun. One never knows what is coming next! We have to set up libraries in tents or huts - whatever facilities are available - but no well appointed library in the states could have more enthusiastic patrons than these book-hungry G.I.'s who came through here!

"The City of Le Havre itself has been quite badly damaged by bombing - the whole section and dock area is just one mass of rubble and twisted iron!

"The work of shipping G.I.'s home will soon be over, and the army will be moving out of this part of the country before long. Suppose Germany will be next on the program, and I am rather looking forward to seeing a bit more of Europe before my year's stay here is over.

"Hello" to everyone. I'll be seeing you all again about next June!"

Signed: Corrine Clark
Special Services Office
16th POE
Chanor Base Section
APO 562, Postmaster, N. Y.

CALIFORNIA STATE LIBRARY

It may possibly be of interest to the Special Librarians to know that we are attempting to round out our collection of California trade and business magazines. These listed below have been added recently to our list of periodicals. While we prefer to keep California magazines here at the library as a reference collection, we would, of course, be willing to lend them in any special need.

Apartment Journal. Los Angeles
Beverage Bulletin. Los Angeles
California Stylist. Los Angeles
California Wool Grower. San Francisco
Citrus Leaves. Los Angeles
Good Packaging. San Francisco
Keeler's Pacific Hotel and Restaurant Review. San Francisco
Pacific Coast Record. Los Angeles
Pigeon Loft. Van Nuys
Radio Life. Los Angeles
San Francisco Teachers Journal. San Francisco
Shipping Register. San Francisco
Thoroughbred. Los Angeles
Traffic. Los Angeles
Trail-r-news. Los Angeles
Veteran's Sentry. Los Angeles
Western Confectioner Ice Cream News. Los Angeles
Western Grower and Shipper. Los Angeles
Western Kennel World. San Francisco
Western Metals. Los Angeles
What's happening in Hollywood. Hollywood

AN URGENT APPEAL FROM THE PHILIPPINES

The following letter was received from Dr. Maximo M. Kalaw, President Osmena's Personal Representative on Cultural Relations. It is a worthy cause and merits our attention.

"There is a tendency after victory to forget all the things connected with the war, and to relegate to the limbo of the past the ruin and destruction that war has brought, and leave to the historians and statisticians the evaluation of the damages and the losses.

"But we who face the future must realize that we can build only on what the past has left us. And although all of us have suffered some loss on account of war, my country has been least fortunate.

"The schools of the Philippines, the functioning of eighty per cent of which had been curtailed for three years by the occupation of the Japanese, find it difficult now to regain their footing because of the destruction that has been visited upon them. Allow me to quote some figures:

"Our National Library that had a circulation of 733,099 in provincial towns as well as in Manila, reports that only a little over 36,000 volumes have been salvaged...private schools and private libraries of historical and scientific values report an aggregate loss of $1,160,344.82 in books alone... 5,934 of our public schools, including nine normal and technical schools are left without libraries...the total reported losses of books in the entire country amount to 6,976,501 volumes, estimated at $9,047,418,.37.

"This is the loss we have sustained in one small item--books. If we were to take into account the damage that our schools have suffered in buildings, furniture and laboratory equipment the figure would run to many millions more.

"In the face of these facts, we make this appeal to the people of America, to you and those like you, who have devoted their lives to the propagation of culture and knowledge through libraries, and to the institutions which you represent--for any book which you can spare and for help in securing donations for our book-impoverished schools. Any contribution will be deeply appreciated by a people who are already forever grateful to America for their liberation."

Packages will please be addressed to: The Philippine Foundation of America
c-o The Eagle Warehouse and Storage Co.
28 Fulton Street, Brooklyn, New York

POSITION OPEN

The City of San Diego is going to have an examination for supervising librarians in the Business and Technical Department. The salary range will be $207.00 - $272.00. The qualifications have not been definitely set but will include a college degree and graduation from an accredited library school, with two to four years in a technical department. For further details write to Miss Clara E. Breed, Acting City Librarian, San Diego, California.

ANNOUNCEMENTS

Miss Urania Paizis has resigned from the Mechanics Library to become Mrs. Julius Gluesing on February 10, 1946.

The Golden Gate District, C. L. A. meeting is tentatively scheduled for Saturday, March 16, 1946. Details will be printed in the March Bulletin.

The Committee on the Manpower Survey asks that any members who have not returned questionnaires and still have them on file, please fill out and return the Personnel Roster sheet. The Experience Record, with its complicated code system, is not as essential.

Mrs. Rocq, Chairman of the Union List Compilation, asks that we send in any changes or additions to our periodicals holdings. No compilation is planned at this time, but she would like to keep the file up to date.

****

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN 1945-46

PRESIDENT
Mrs. Elizabeth Scarf Hinkel
Fire Underwriters Assoc. of the Pacific
818 Merchants Exchange Building
San Francisco 4, California
Sutter 8828

SECRETARY-TREASURER
Miss Doris Lanctot
Pacific Gas and Electric Company
San Francisco 6, California
Sutter 4211

EXECUTIVE BOARD MEMBER
Miss Urania Paizis
Mechanics Institute Library
San Francisco 4, California
Garfield 1750

DUPLICATE EXCHANGE COMMITTEE
Miss Elizabeth Nutting
Shell Development Company
San Francisco, California
Exbrook 5400

EMPLOYMENT COMMITTEE
Mrs. Edith Schofield Francis
U. S. Employment Service
San Francisco 3, California
Hemlock 3800, Local 33

VICE-PRESIDENT AND EDITOR
Miss Harriet Collopy
Business Branch Public Library
629 Russ Building
San Francisco 4, California
Exbrook 3075

HOSPITALITY COMMITTEE
Miss Signe Ruh Ottersen
U. S. Dept. of Agriculture
506 Custom House
Yukon 3111

MEMBERSHIP COMMITTEE
Mrs. Margaret Moore Butler
U. C. Medical School Library
Parnassus and 3rd Avenue
Montrose 3600

PROGRAM COMMITTEE
Miss Isabella Frost
Safeway Stores Inc.
Oakland, California
Highgate 4711

UNION LIST COMPILATION
Mrs. Margaret Miller Rocq
Standard Oil Company
San Francisco 4, California
Sutter 7700

****

THE DEADLINE FOR THE NEXT BULLETIN IS MARCH 8, 1946

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 March 1946 Number 6

MARCH 1946

DATE: Thursday, March 21, 1946 6:30 P. M.

PLACE: Hotel Alexander Hamilton - 631 O'Farrell Street
Take the Geary Street car - get off at Leavenworth
and walk down one block to O'Farrell.

PRICE: $2.05 including tip and tax.

PROGRAM: Miss Dorothy Newman will speak on the creation, development, and effect in the Bay Area of "Apparel City", which in scores of buildings will house manufacturing, wholesale, display, and training activities of the clothing and textile industry.

RESERVATIONS: Please make your reservation by Tuesday, March 18, 1946

San Francisco Members may call:
Miss Signe Ruh Ottersen - Yu 3111, Local 46

East Bay Members may call:
Miss Isabella Frost - Highgate 4711

N.B. Next Meeting - Fourth Thursday - April 25, 1946

"PUTTING KNOWLEDGE TO WORK"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 March 1946 Number 6

FEBRUARY MEETING

The San Francisco Bay Region Chapter was privileged to hear Mr. Pierre Rocq, Assistant Patent Attorney for the California Research Corporation, speak at the Alexander Hamilton Hotel on Patents and Patent Searches.

Article I, Section 8, of the Constitution of the United States, empowers the Congress to "promote the progress of science and useful arts, by securing for a limited time to authors and inventors the exclusive right to their respective writings and discoveries." Under this law, the Commissioner of Patents, after an investigation has satisfied him that the applicant is the original and first inventor of some new and useful improvement, will grant to the applicant a "patent" which will be good for seventeen years from the date of issuance.

To be good a patent must be within one of the four classes enumerated by the statutue - that is, it must be an art, a machine, a manufacture or a composition of matter. To be patentable, it must contain an invention - that is, it must produce new results, the subject matter must be useful, and most important of all, it must be a novelty.

To secure a patent, the inventor files his application with the proper specifications and description on how to practice the invention with the United States Patent Office. Before the war, the Patent Office received about one thousand applications weekly and eighty per cent of these were chemical. The application is assigned to the proper division of the Office where it is examined and searched to see if the invention is new.

Before a corporation decides to buy a certain patent it must make several types of searches - validity; index, in which you find all the patents granted to a particular inventor; assignment, to discover who owns the patent in which you are interested; general art search which is necessary when a company is going into a new product; and infringement.

There are aids for the searcher which help him in his work. The Patent Office prints a loose leaf classified index based on the subject matter of all claims of patents; an alphabetical index of all classes and sub-classes; an index of classes in numerical order; and an annual index of all inventions and inventors alphabetically arranged.

Three systems of filing patents are commonly used. First, patents may be arranged in numerical order from one to the present number 2, 993, 900; second, in numerical order but at the same time the librarian makes an index according to the subject matter; and third, in classes and sub-classes according to the Patent Office manual.

Mr. Rocq's talk has given us a better understanding of the difficult subject - patents. We thank him for an interesting evening.

PATENT LITERATURE

UNITED STATES PATENT SPECIFICATIONS

Prior to 1911 copies of all United States patents were sent to the libraries designated as depositories. In the Bay Area there are files of patents up to this date, of varying degrees of completeness, at the University of California Library, Stanford University Library, and San Francisco Public Library. It may be of interest to members of our group to know that Los Angeles Public Library has a complete collection of U. S. patents to date and that photostats may be obtained from there in a very short time. A Washington agent is often used to obtain copies of U. S. or foreign patents from the Patent Office when the matter is urgent.

OFFICIAL PATENT PUBLICATIONS

Files of the patent journals of the various government Patent Offices are shown below. The Universities should have these publications and other holdings are shown in our Union List.

UNITED STATES

Official Gazette Volume I,1872

ENGLAND

Illustrated Abridgement of Specifications 1, 1885 - 1930.
Illustrated Official Journal 1, 1884 - 1931.
The Official Journal (Patents) 1932 -
This continuation of Illustrated Official Journal does not contain drawings or claims

GERMANY

Patentblatt
Ausuge aus den Patentschriften v 57 in 1936
This corresponds more nearly to Official Gazette

CANADA

Canadian Patent Office Record 1, 1873

REFERENCE BOOKS

"Rules of Practise in the U. S. Patent Office", obtainable from that office, is useful as a guide to U. S. patent procedure. The books listed below would be useful to a librarian who wishes to consider patents, both U. S. and foreign, as literature, and would serve as a guide to further reading on the subject.

The Literature of Chemistry - E. J. Crane and A. M. Patterson (1927)
Patents pages 103-127
Library Guide for the Chemist - B. A. Soule (1938)
Patent Literature pages 223 - 249
Chemical Publications - M. G. Mellow (1940)
Original Sources - Literature on Patents
Pages 52 - 70

PLEASE MAKE THE FOLLOWING CHANGES IN YOUR MEMBERSHIP ROSTER

NEW MEMBERS

Bascom, Miss Elizabeth, Asst. Librarian
Building 321
Naval Supply Depot
Oakland, California

Boswell, Miss Jane Elizabeth
6062 Lawton Ave.
Oakland, California
(Transfer from the New York Chapter)

Bryant, Mr. Douglas W., Asst. Librarian
University of California Library
Berkeley 4, California

Clrake, Lawrence J., Chief Librarian
San Francisco Public Library
Civic Center
San Francisco 2, California

Harvey, Helen, Librarian
Naval Supply Depot Library
Oakland, California

Lambrin, Mrs. Tatiana
2217 Grant Street
Berkeley 3, California

Lantier, Miss Clara
Post Library
APO 957
c-o Postmaster, San Francisco

Lourenzo, Miss Mary Inez, Librarian
St. Mary's Hospital
2200 Hayes Street
San Francisco 17

Norten, Miss Josephine
Serials Division
University of California Library
Berkeley, 4, California

Shenitz, Mrs. Helen
Kingscote Gardens
Stanford University
(Transfer from New York Chapter)

Swartz, Mrs. Philip, Librarian
International Center
68 Post Street, San Francisco 4

Taylor, Mrs. Katherine Reinau
Chemical Library Service
208 Panoramic Way, Berkeley

Tompkinson, Miss Genevieve
Mechanics Institute Library
57 Post Street, San Francisco 4

JOB CHANGES

Andrews, Miss Gladys M.
Law Library
Stanford University Library
Palo Alto, California

Burgess, Miss Helen E.
Library Service Club No. 1
Camp Stoneman
Pittsburgh, California

Hoover, Miss Constance M., Librarian
Langley Porter Clinic
University of California
Parnassus and First Avenues, S. F. 22

Swift, Miss Saima
Office of Economic Research
Henry J. Kaiser Company
1502 Latham Square Bldg. Oakland 12

Miss Veronica Sexton has been made Executive Librarian of the California Academy of Sciences.

CHANGE OF ADDRESS

Lusher, Mrs. Beryl
3019 Fulton Street
Berkeley, California

Nicol, Mrs. Rosa
1919 Vallejo Street
San Francisco 23

Scharpff, Mrs. Gertrude
2680 Hilgard Avenue
Berkeley, California

GOLDEN GATE DISTRICT MEETING

Special Librarians are urged to attend the Golden Gate District CLA meeting on Saturday March 16, at the University of California. An interesting program has been prepared beginning at 10 A. M.

SAN FRANCISCO PUBLIC LIBRARY

The rules for obtaining library cards have been revised. Commencing immediately guarantors on borrowers' applications are no longer necessary. Any resident of San Francisco may apply for a library card by showing proof of his residence and by giving the name of one San Francisco resident as a reference. Applications may be filed at the Main Library or at any one of its branches.

The weekly booklist and the monthly BOOK BULLETIN of the San Francisco Public Library will be mailed to the San Francisco Special Libraries each month.

***

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN 1945-46

PRESIDENT
Mrs. Elizabeth Scarf Hinkel
Fire Underwriters Assoc. of the Pacific
818 Merchants Exchange Building
San Francisco 4, California
Sutter 8828

SECRETARY-TREASURER
Miss Doris Lanctot
Pacific Gas and Electric Company
San Francisco 6, California
Sutter 4211

EXECUTIVE BOARD MEMBER
Mrs. Urania Paizis Guesing
420 Monticello Street
San Francisco 12
California

DUPLICATE EXCHANGE COMMITTEE
Miss Elizabeth Nutting
Shell Development Company
San Francisco, California
Exbrook 5400

EMPLOYMENT COMMITTEE
Mrs. Edith Schofield Francis
U. S. Employment Service
San Francisco 3, California
Hemlock 3800, Local 33

VICE-PRESIDENT AND EDITOR
Miss Harriet Collopy
Business Branch Public Library
629 Russ Building
San Francisco 4, California
Exbrook 3075

HOSPITALITY COMMITTEE
Miss Signe Ruh Ottersen
U. S. Dept. of Agriculture
506 Custom House
Yu 3111

MEMBERSHIP COMMITTEE
Mrs. Margaret Moore Butler
U. C. Medical School Library
Parnassus and 3rd Avenue
Montrose 3600

PROGRAM COMMITTEE
Miss Isabella Frost
Safeway Stores Inc.
Oakland, California
Highgate 4711

UNION LIST COMPILATION
Mrs. Margaret Miller Rocq
Standard Oil Company
San Francisco 4, California
Sutter 7700

***

"The noblest motive is the public good" - Virgil

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 April 1946 Number 7

APRIL MEETING

DATE: Thursday, April 25, 1946 6:30 P. M.

PLACE: The Balalaika Restaurant
960 Bush Street - between Jones and Taylor. Take any Sutter Street car and get off at Jones. Walk up one block to Bush.

PRICE: $2.50

PROGRAM: A social evening in honor of

MISS ANITA CRELLIN

who is retiring from her position as librarian of the Bureau of Public Administration and Library of Economic Research.

A continental dinner in the lovely setting of THE BALALAIKA amidst the haunting strains of gypsy melody.

RESERVATIONS: Please make your reservation by Tuesday, April 23, 1946.

San Francisco Member may call:
Miss Signe Ruh Ottersen - Yu3111, Local 46

East Bay Members may call:
Miss Isabella Frost - Highgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 April 1946 Number 7

MARCH MEETING

Thirty-four members met for dinner at the Alexander Hamilton Hotel on Thursday evening, March 21, 1946 and heard Miss Dorothy Newman describe the new Apparel City, San Francisco's first postwar project to come true.

Once only a dream, Apparel City, has now become an actual reality. Through the splendid cooperation and interest of the clothing industry, land has been purchased and plans are already under way for the erection of thirty-two modern concrete-and-steel buildings which will house modern and complete facilities for the manufacture, display and sale of women's, children's and men's apparel. By centralizing the industry in this city, buying, shipping and manufacturing of clothing will be made easier. Buyers will be able to accomplish in one day what now takes them a week.

This City Within a City is a thirty-two acre tract bounded by Oakdale Avenue, Loomis Street, and Industrial Boulevard-an area equal to the width of Market Street and from the Ferry Building to Van Ness Avenue in length.

Plans call for thirty-two buildings ranging from one to six stories, but Miss Newman told us that there is such a demand for space that taller buildings may have to be erected. These structures will be equipped with an entirely new heating system whereby the floors are kept at a uniform temperature, and will be constructed of steel-reinforced concrete making them virtually fireproof.

The first buildings are going to be started within two weeks and are expected to be occupied by July 3. The entire first unit, costing three million dollars, is expected to be completed by the middle of next year.

An elaborate auditorium with a seating capacity of one thousand and equipped with television and broadcasting facilities is to be completed by November. Joining it, will be a swimming pool for the use of employees and visitors. Beauty parlors, barber shops, restaurants, drug stores, travel agency and many other services are planned.

Apparel City will provide excellent working conditions and endless opportunities for employees. A training school for designers and operators and other self-improvement courses are promised.

Since Apparel City is to be for manufacturers and wholesalers only, all of us wondered whether we were going to be able to visit the marketing utopia. Miss Newman assured us that there will probably be fashion shows, displays, and radio broadcasts opened to the public.

When Miss Newman finished speaking, we shared her enthusiasm for the project and are proud of the clothing industry for the magnificent job they have started.

NATIONAL CONVENTION

The Special Libraries Association convention is scheduled for June 13-15 in Boston. Its theme will be "Special Libraries face the future." The Chapter would like to have a representative present at this first postwar convention. Any member able to attend please get in touch with Mrs. Hinkel.

CLASSIFICATION SYSTEMS WANTED AT NATIONAL HEADQUARTERS

Last year classification schemes and subject heading lists were requested from all Chapters to form a national loan collection. To make this collection as complete as possible, please contribute your own special classification schemes. Expansions or revisions of the Dewey Decimal and original systems are wanted. Special subject heading lists are also requested. What a help this collection will be to a new library, or to a librarian entering a new field! Your contribution should be sent directly to SLA headquarters, 31 East Tenth Street, New York 3.

PROFESSIONAL MEMBERSHIPS

No individual can be wholly successful in professional life unless his profession obtains recognition, which is accomplished only by group action.

Each of us surely knows one or two persons who would benefit by SLA membership. Send Margaret Butler of the U. C. Medical Library their names and addresses, and speak to these prospects yourself. People are more apt to join when asked by some one they know.

The American Library Association is conducting a membership campaign. Ann Avakian of the Western Regional Research Laboratory will gladly supply ALA application blanks.

NEW MEMBERS

Mr. Melvin Carl Oathout, Librarian
Hopkins Transportation Library
Stanford University Library
Stanford University, Calif.

Miss Sara Barcus
9th Service Command Library Depot
Presidio of San Francisco
San Francisco

Mr. John M. Cory, Assoc. Lib.
University of California Library
Berekeley 4 (Transfer from Wash. D. C.)

CHANGE OF ADDRESS

Miss Ellen Myers
147 General Hospital
APO 958
c-o Postmaster San Francisco

Miss Juliet C. Vradenburg
P. O. Box 1011
Stanford University
California

LANGLEY PORTER CLINIC - PSYCHIATRIC LIBRARY

By

Constance M. Hoover, Librarian

Since being appointed librarian of the medical library at the Langley Porter Clinic, I understand the remark often has been made - "Oh, do they have enough books to have a librarian? Well, our collection is small and will always be concentrated on psyschiatry and psychology but already this librarian and a faithful volunteer have begun to wonder how they can do all that should be done.

The original book collection was donated by Mrs. Renz in memory of her husband, Dr. Carl Renz, a psychiatrist who practised in San Francisco for many years. Since then new books have been added as the Director of the Clinic, Dr. Karl Bowman, and other staff members desired. We also have had gifts, particularly two interesting collections which contained some books unobtainable otherwise. In one of these we were delighted to find a postal card written by Freud.

The Langley Porter Clinic is performing a very unique service. It is operated jointly by the California State Department of Mental Hygiene and the University of California. Its functions are "the treatment of acute and curable types of mental disorders, the development and perfection of therapeutic technics for use in the state mental hospitals, the training of psychiatrists, psychiatric nurses, psychiatric social workers and psychologists for service in state mental institutions, and the promotion of preventive practices in mental and emotional disorders."

Patients are admitted by application only and their acceptance depends on whether they present cases which seem amenable to treatment, thus forestalling commitment to state hospitals. At times certain types are taken because of special research work being done, such as the present research on delayed convalescence. At all times the out-patient department is treating persons whose mental and emotional troubles do not require hospitalization. Some "extra-curricular" activities of the Clinic are refresher courses for returning Army and Navy doctors, one of which has just been completed, and training psychiatrists to work in veterans' hospitals.

All of which presents to the library such tasks as furnishing books and journals; compiling bibliographies for staff members preparing papers or talks; finding answers to daily requests for information not only from our own staff but from doctors all over the state; watching professional journals for articles of special interest to our staff, and also watching for articles written for the layman, such as the one in the March issue of Cosmopolitan - "What Do You Know About Psychiatry?" - which served to bring at least one person to our out-patient department. At present we are also working on a book list which the State Department of Mental Hygiene asked Dr. Bowman to submit - books to be recommended as a basic collection for medical libraries in all state institutions.

If any of you care to visit us we shall be glad to show you our library and give you a better idea of the very fine work being done by the Langley Porter Clinic.

AMONG OURSELVES

Our best wishes to Mrs. Margaret Miller Rocq who is convalesing in Los Gatos after her recent operation.

Frances Mackin is now Mrs. R. H. Goettsche and is living at 1646 B Solano Avenue, Napa, California.

Rita Waldman, former WAVE and before that assistant at the Federal Reserve Bank Library, is now Mrs. Dwight E. Jarmon. Rita and her husband are living on a tobacco farm in Neville, Ohio.

Apologies to Mrs. Katherine Taylor who was listed in our last bulletin as a new member. Mrs. Taylor has been a member of SLA for fifteen years.

PUBLIC AFFAIRS INFORMATION SERVICE

It may be of interest to Special Librarians to know that the Business Branch of the San Francisco Public Library now subscribes to the Public Affairs Information Service. All are invited to use it. Our other services include the Vertical File Service, Moody's Financial Service, Standard and Poor's Corporation Records, Fitch Investor's Service and the Kiplinger Washington News Letter.

THE DEADLINE FOR NEWS FOR THE LAST BULLETIN OF THE YEAR IS MAY 3rd.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN 1945-46

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San Francisco 4, California
Sutter 8828

Secretary-Treasurer
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Pacific Gas and Electric Company
San Francisco 6, California
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Executive Board Member
Mrs. Urania Paizis Guesing
420 Monticello Street
San Francisco 12

Duplicate Exchange Committee
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Shell Development Company
San Francisco, California
Exbrook 5400

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629 Russ Building
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Exbrook 3075

Hospitality Committee
Miss Signe Ruh Ottersen
U. S. Dept. of Agriculture
506 Custom House
Yu 3111

Membership Committee
Mrs. Margaret Moore Butler
U. C. Medical School Library
Parnassus and 3rd Ave. S. F.

Program Committee
Miss Isabella Frost
Safeway Stores Inc.
Oakland, California
Highgate 4711

Union List Compilation
Mrs. Margaret Miller Rocq
Standard Oil Company
San Francisco 20
Sutter 7700

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 May 1946 Number 8

MAY MEETING

DATE: Thursday, May 16, 1946 6:15 P. M.

PRICE: $1.00

PROGRAM: We will visit the Lansing Library Service and Homemakers' Bureau Library. Division of Safeway Stores, Inc.
4th and Jackson Streets
Oakland, California

TRANSPORTATION: Take "A" train (Havenscourt)
If you like to walk get off at 12th and Oak Streets - walk back two blocks to Jackson. Go South on Jackson to 4th St. (8 blocks walk)

If you want to ride and walk get off at 12th and Washington - walk one block East on 12th to Broadway. Take the 4 or 5 street car going West and get off at 3rd and walk back to 4th. Go East on 4th to Jackson. (5 blocks)

RESERVATIONS: Reservations are absolutely necessary for this meeting. Please make them by noon on Tuesday, May 14, 1946
All members should call:

Miss Isabella Frost - Highgate 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 16 May 1946 Number 8

APRIL MEETING

Forsaking business for pleasure, the San Francisco Bay Region Chapter met for its annual social meeting at the Balalaika Restaurant on Thursday Evening, April 25, 1946. Miss Anita Crellin, who is retiring from her position as librarian of the Bureau of Public Administration and Library of Economic Research was our guest of honor.

Miss Crellin has been with the Bureau for almost sixteen years and during all that time she has given valuable and generous assistance to all librarians.

For many years, Miss Crellin has been an active and interested member of the Special Libraries Association. She will be missed at our meetings.

To Miss Crellin we wish many enjoyable years and to her successor, Miss Barbara Hudson, the best of luck!

NATIONAL ELECTION OF OFFICERS

Dorothy Andrews Williams, one of our members, is a candidate for National Vice President and Liaison Officer. May we remind you to cast your vote. Ballots must reach Mrs. Kathleen Stebbins at 31 East Tenth Street, New York 3, N. Y., by 9 A. M. of May 20, 1946.

ELECTION OF OFFICERS

The nominating committee of the San Francisco Bay Region Chapter presents the following nominations for officers for 1946-1947.

President
Miss Mary Kathleen Moore
Music Library
National Broadcasting Company
420 Taylor Street, S. F. 2

Vice President and Editor
Miss Anne Burnett
Institute of Pacific Relations
417 Market Street
San Francisco 5

Secretary-Treasurer
Miss Katherine Karpenstein
Standard Oil Company of California
225 Bush Street, S. F. 20

Executive Board Member
Miss Doris Lanctot
Pacific Gas and Electric Company
245 Market Street, S. F. 6

Mrs. Dorothy A. Williams, Chairman
Miss Elizabeth Holden
Mrs. Marjorie P. Madison

REPORT OF THE PRESIDENT, 1945-46.

It is gratifying to see both SLA and CLA return to a peacetime basis. Our Chapter expects to have two representatives in attendance at the National convention at Boston in June, and CLA has approached us in regard to a joint meeting with the Southern California Chapter at the CLA convention at Coronado in October.

Isabella Frost represented us again this year on the National Nominating Committee, and we are honored in having a Chapter member, Dorothy Andrews Williams, as a candidate for Second Vice President and Liaison Officer - our first candidate for a National office.

Your Executive Board has had three meetings this year. No appointment was made to replace Urania Paizis, now Mrs. Julius Gluesing, as a resignation was not received from her. The work of the Board is not yet completed owing to the unsettled plans for the National convention in 1947. This matter will be taken up at our Chapter meeting in May.

A Publicity Committee was not named this year because of the continued shortage of newspaper space, and because National is planning an ambitious publicity program. It was decided, therefore, to wait until next Fall to initiate a Chapter program.

The reports of our Membership and Progress Committees indicate that we are gaining in members and in meeting attendance. Realizing that the interest and support of new members is vital to the Chapter, a Hospitality Committee was appointed. Only by getting to know each other from year to year can we become acquainted with the various libraries of the area and their resources.

The numerous duties of the Secretary-Treasurer and Editor were cheerfully and efficiently performed. The Employment Committee was fortunate in having a chairman with experience in the United States Employment Service. The Duplicate Exchange and Union List were continued by Chairmen who have guided these committees for several years.

Your President gratefully acknowledges the high standard of accomplishment of officers and committee members throughout the year.

Elizabeth S. Hinkel

REPORT OF THE VICE PRESIDENT AND EDITOR, 1945-46.

The Vice President and Editor's chief responsibility this year has been the editing of the eight monthly issues of the bulletin. About two hundred and fifty copies have been distributed to regular members, presidents of all SLA Chapters, to the president and national officers of our association, and to the prospective members.

The cost of the bulletin has remained about the same as last year - $13.50 each month. This amount includes paper, envelopes, stencils and mimeographing.

Each issue included the announcements of the coming meeting, a summary of the last months meeting, announcements and news of our members as well as the names of new members and changes of address. Special articles were featured on the U. S. Naval Hospital at San Leandro, the libraries of the Middle West, Patent Literature and the Langley Porter Clinic Library.

My sincere appreciation to all who contributed articles and news items and especially to Miss Doris Lanctot who assisted in addressing envelopes and mailing the bulletin.

Respectfully submitted,

Harriet Collopy

REPORT OF THE SECRETARY-TREASURER, 1945-46.

RECEIPTS

Balance in Wells Fargo Bank	July 1 1945	$	24.14	
Budget from New York National	July 30 1945		68.00	
Budget from New York National	Feb 20 1946		66.00	
Membership Dues			13.00	
		$		171.74

DISBURSEMENTS

Bulletin (Mimeographing)	$	43.05	
Membership Dues		13.00	
Miscellaneous		13.59	
Postage		4.69	
Stationary		58.69	
	$		133.02
Balance in Wells Fargo Bank (May 1, 1946)	$		38.72

Respectfully submitted,

Doris Lanctot

REPORT OF THE PROGRAM COMMITTEE, 1945-46.

The programs for this year's meetings were selected by your committee after a study of the subject interest fields represented by the membership. Upon this basis each member of the committee took charge of one or more programs, selecting the speaker and arranging for the dinner meetings as follows:

ART	"The San Francisco Museum of Art" - An inspirational talk and guided tour of the galleries and library, by the Assistant Curator, Mrs. Nora Lee Rohr.
COMMERCE	"China Tomorrow" - Shortly after his return from the Orient, Mr. William Montgomery, Managing Director of the China-America Council of Commerce, brought us a first hand account of their trade and industry development plans.
INDUSTRY	"Apparel City" - A stimulating address revealing plans and developments in this area for the textile industry, by their Publicity Director, Miss Dorothy Newman.
INSURANCE	"Compulsory Health Insurance and Medical Care" - A lively discussion ensued on this vital topic, led by Dr. Samuel May, University of California.
SCIENCE	"Patents and Patent Searching" - An information talk by our own specially qualified member, Mr. Pierre Rocq.

Three libraries were visited:

1. The Bureau of Public Administration and Library of Economic Research, University of California, in Berkeley, in January.
2. The Bancroft Library, University of California, in Berkeley, in January.
3. The Lansing Library Service and Homemakers' Bureau Library, Division of Safeway Stores, Incorporated, in Oakland, in May.

One social evening was held in April at the Balalaika Restaurant, in San Francisco, honoring Miss Anita Crellin, retiring from the University of California.

Most of the meetings included dinner with an average attendance of fifty.

The committee wishes to thank the chapter members for the support of the programs planned this year in behalf of their interests.

Respectfully submitted,

Isabella Frost, Chairman.

REPORT OF THE HOSPITALITY COMMITTEE, 1945-46.

The Hospitality Committee was appointed to work with the Program and Membership Committees in introducing new members.

In addition to accepting the dinner reservations in San Francisco, we received some most helpful telephone calls from members advising us of librarians who were newcomers to the Bay Area and who might be interested in attending meetings and affiliating with the Association. An attempt was made to contact these people and to acquaint them with our activities. These new people often inquired about library placement service and even sought help in finding suitable living quarters.

An attempt was made to greet the new people and to introduce them to others present, and in this endeavor the cooperation of long-time members was much appreciated. Place cards or name cards were provided at several meetings to assist in making people acquainted.

Respectfully submitted,

Signe Ruh Ottersen, Chairman

REPORT OF THE DUPLICATE EXCHANGE COMMITTEE, 1945-46.

Once again, thanks to the fact that facilities for mimeographing were available, it was possible to publish Fall and Spring issues of the Duplicate Exchange List. Somewhat less than half the libraries represented in the membership of our organization receive copies at present, so it is to be hoped that some way can be found to promote a wider distribution in the future. Although it requires considerable time and effort for a library to compile a list of its duplicates, the fact that the same organizations continue to dispose of many of their duplicates in this manner would seem to indicate that they find it profitable in the long run to do so.

Respectfully submitted,

Elizabeth Nutting, Chairman

REPORT OF THE UNION LIST COMMITTEE, 1945-46.

During the year 1945-46, the Union List Committee has continued to build up the basic card file from which a revision or supplement may be compiled.

Several contributing libraries have sent in changes in holdings which have been incorporated. Other libraries, due to current conditions, have not been able to do so.

The card file of revisions may be consulted by librarians and by the general public.

Respectfully submitted,

Margaret Miller Rocq, Chairman.

REPORT OF THE MEMBERSHIP COMMITTEE, 1945-46.

Thirty new memberships, including seven transfers from other chapters, were added this year. Eighteen memberships were discontinued; eleven were dropped, three resigned and four transferred to other chapters.

The distribution of the various types of memberships is as follows:

9	Institutional
1	Sustaining
94	Active (72 plus 22 new members)
66	Associate (58 plus 8 new members)
170	Total

Persons who indicated an interest in the organization by attendance at meetings, and individuals suggested by members were contacted by the committee. This contact was made chiefly by means of mailing prospective members form letters of invitation, a SLA pamphlet, and an application for membership. The committee wishes to thank all members for their cooperation during the year.

Respectfully submitted,

Margaret M. Butler, Chairman

REPORT OF THE EMPLOYMENT COMMITTEE, 1945-46.

Applications

58 New applications and renewals of previous applications received.

20 of these were from outside the State
38 were from Northern California

Positions

23 Positions have been listed with the Employment Committee.

7 for librarians (to be in charge of Library) 4 in Bay Area

5 are still open

9 for Library Assistants. All in Bay Area. 3 are still open.

7 for Clerical Assistants. All in Bay Area

The totals represent a marked increase over previous years. The annual average for 1940-41 through 1944-45 was 23.2 applicants and 8.6 jobs. The number of applications received from outside the State has risen sharply.

Respectfully submitted,

Edith S. Francis

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 September 1946 Number 1

SEPTEMBER MEETING

DATE: Thursday, September 19, 1946 6:15 promptly

PLACE
El Jardin
22 California Street
San Francisco
Price: $1.75

PROGRAM: The principal speaker will be Mr. John T. Wallace, Promotion Manager of the *San Francisco Chronicle*. Before his service with the Army, he held positions with the *Chronicle* as Women's Editor, Picture Editor, and News Editor. Mr. Wallace will speak on "How an Editorial Comes About". Reprints of the *Chronicle* editorial "The Bikini Story" will be distributed at the meeting for use in special libraries. There will also be reports on the Special Libraries Convention in Boston by Veronica Sexton (California Academy of Sciences), Isabella Frost (Safeway Stores), and Isolde Stoye (Safeway Stores).

RESERVATIONS: Please make your reservations by Monday, September 16.

San Francisco members may call:
Miss Jessica M. Fredericks - HE 2121 (Music Library)

East Bay members may call:
Miss Helen Olseen - HI 4711

PLEASE SEND ALL CHANGES OF ADDRESS TO THE SECRETARY

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 September 1946 Number 1

MAY MEETING

The May meeting of the San Francisco Bay Region Chapter was held at Safeway Stores, Oakland. A buffet supper was served in the Company cafeteria. Miss Isabella Frost, Librarian of Lansing (Safeway) Library Service, introduced Mrs. Julia Hindley, Manager of the Homemakers Bureau at Safeway. Mrs. Hindley presented two of her assistants, Mrs. Carol Brady, Librarian of Homemakers Bureau, and Miss Irene McCarthy, who is in charge of the testing kitchens. The Chapter was also honored by the presence of Miss Isabel Towner of New York, who is editing volumes 3 and 4 of Special Library Resources.

After dinner, the group visited the Homemakers Bureau Library, which specializes in cooking and nutrition. Mrs. Hindley displayed her collection of old cookbooks. The two immaculate testing kitchens were also visited.

The business meeting then followed, with election of officers. Mrs. Williams reported the selection of the Nominating Committee: President, Miss Kathleen Moore, National Broadcasting Company; Vice-President and Editor, Miss Anne Burnett, Institute of Pacific Relations; Secretary, Miss Katherine Karpenstein, Standard Oil Company of California; Executive Board Member, Miss Doris Lanctot, Pacific Gas & Electric Company. It was unanimously voted to accept the recommendations of the Nominating Committee.

Mrs. Hinkel announced that Patents and Patent Searches, by Pierre F. Rocq, would be published in a forthcoming issue of Special Libraries. Mr. Rocq is a member of San Francisco Chapter and presented this paper at the February meeting.

It was also announced that the 1947 convention of SLA would not be held in Los Angeles. Conventions invitations would be considered at the national Executive Board meeting on June 12. San Francisco Chapter voted unanimously to invite the national Association to hold its 1947 convention in San Francisco. (NOTE: It has since been decided to hold the meeting in Chicago).

A visit to the Lansing Library followed. All were impressed by the spaciousness and modern decor of the library quarters, and regretted that time did not allow for a more leisurely inspection of library methods. However, Miss Frost graciously invited us to come back another time.

The evening was a full and enjoyable one, for which we thank Miss Frost, Mrs. Hindley and their staffs.

-Elizabeth S. Hinkel

JOINT MEETING OF SOUTHERN CALIFORNIA AND SAN FRANCISCO BAY REGION CHAPTERS

Plans are now under way for the annual joint meeting, usually held in conjunction with the California Library Association Convention, of the Southern California and San Francisco Bay Region chapters of the Special Libraries Association. The C.L.A. Convention is being held at Hotel del Coronado from October 16 to 19, 1946, and October 19 has been reserved for SLA activities.

Margaret Hatch, chairman of a special committee to handle convention arrangements, reports the following tentative program:

Saturday, October 19

12:00-2:00	Luncheon meeting at the Hotel del Coronado Theme: Pacific Coast chapter activities Chairman: Elise Hoffman
2:15-3:30	Panel discussion Theme: Personnel problems of the special library
3:45-5:00	Panel discussion Theme: Special library methods and procedures

It is planned that the San Francisco chapter assume the burden of the methods discussion, and to this end Isabella Frost is arranging a Methods Exhibit. Members are urgently requested to send her (Lansing Library Service, Box 660, Oakland 4) samples of the following:

Any forms used (order forms, checking cards, overdue and reserve notices, notices of new material, mimeographed letters, etc.)

Any publicity material (lists of new material, bulletins, bulletin board notices, annual reports, samples of abstracts, information for new employees about how to use the library, miscellaneous releases, etc.)

Two copies of each form should be submitted, with the name and address of the library typed or stamped in the lower left-hand corner, and a description of how it is used attached. Please submit any doubtful material to Miss Frost, and let her judge its value to the exhibit as a whole.

Copies of these forms are wanted from every special library, not just those planning to attend the joint meeting. Please do not wait for any direct solicitation - there will not be time. Deadline: September 24.

It is also planned to have an exchange of Duplicate Exchange Lists with the Southern California Chapter; since this necessitates compiling our list somewhat earlier than usual, please send your holdings at once to Elizabeth Nutting, Shell Development Company, 100 Bush St., San Francisco 6. Deadline: September 23.

Members who are able to attend the joint meeting must make their reservations direct with the Hotel del Coronado (Mr. Vincent Burns, Manager), Coronado, California.

Please contact Kathleen Moore (GR 8700) or Margaret Hatch (DO 7000) to arrange for participation in the program.

MRS. STEBBINS' VISIT

Mrs. Kathleen B. Stebbins, SLA Executive Secretary, will be in San Francisco November 19-21, and will speak at our November meeting. Plan now to attend this meeting for a discussion of Special Libraries problems.

NEW MEMBERS

Miss Barbara Baker
Library Loan Desk
University of California Library

Mrs. Ruth Lyon
Library Loan Desk
University of California Library

Miss Herberta L. Faithorn
2602 Sacramento Street
San Francisco 15

Mr. Peter McCormick
Reference Room
San Francisco Public Library

Mrs. Flora M. Critchlow (transfer from Southern Calif.)
Veterans' Hospital
Livermore, California

DUPLICATE EXCHANGE LIST

The Duplicate Exchange List is now being compiled so that it may be exchanged with the Southern California Chapter at the joint meeting, October 19. Please send your duplicate lists to Elizabeth Nutting, Shell Development Company, 100 Bush Street, San Francisco 6, by September 23.

AMONG OURSELVES

Elise Hoffman has been appointed a Vice-Chairman of the Membership Committee by Betty Joy Cole, SLA President. Her territory includes the Western States and Hawaii, and her task will be to increase the number of chapters in this area.

Dorothy Williams describes the organizing of the Anglo-California Bank Library in an article: "Creating and Operating a Banking Library" appearing in the Coast Banker, July 1946.

Anne Avakian has been elected President of the Alumni Association of the School of Librarianship of the University of California to serve from 1946 to 1948.

Edith Schofield Francis, outgoing Employment Chairman and past Chapter President, has left San Francisco and is now residing in Los Angeles. A farewell tea, given in her honor by Jeanette Yeazell, was attended by many SLA members.

Elise Hoffman attended the Special Library Symposium at the spring meeting of the American Chemical Society in Atlantic City as representative of the Golden State Co. She included in her trip visits to special libraries in Chicago, Schenectady, New York, Baltimore, and Washington.

Ann Rand is now with the International Longshoremen's and Warehousemen's Union, where she is organizing a library for the use of the research staff at 604 Montgomery Street, San Francisco. Miss Rand was formerly with the Bureau of Public Administration and with the Office of War Information.

WAR DEVASTATED LIBRARIES

The American Book Center for War Devastated Libraries is collecting scholarly and research materials useful for social, economic and industrial rehabilitation. Special Librarians are especially cognizant of the need for such literature, and should be able to make important contributions. Material must be sent to American Book Center, c/o Library of Congress, Washington, 25. Shipping must be prepaid, but charges will be refunded if the Center is notified. For further information, write Eleanor S. Cavanaugh, 31 East 10th St., New York, 3.

Deadline for news in the October Bulletin is October 4.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1946-47.

President
Miss Mary Kathleen Moore
Music Library
National Broadcasting Company
420 Taylor St., S.F. 2
GR 8700

Vice-President and Editor
Miss Anne Burnett
Institute of Pacific Relations
417 Market St., S. F. 5
YU 1570

Secretary-Treasurer
Miss Katherine Karpenstein
Standard Oil Company of California
225 Bush St., S.F. 20
SU 7700

Executive Board Member
Miss Doris Lanctot
Pacific Gas & Electric Company
245 Market St., S.F. 6
SU 4211

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
100 Bush St., S.F. 6
EX 5400

Press Relations Committee
Miss Saima Swift
Office of Economic Research
Henry J. Kaiser Company
1502 Latham Square Building
Oakland 12
TW 4600

Employment Committee
Mrs. Agnes Reinero
Pacific Gas & Electric Company
245 Market St., S. F. 6
SU 4211

Membership Committee
Miss Elise Hoffman
Research Department
Golden State Company, Ltd.
425 Battery St., S.F. 11
EX 5121

Program Committee
Miss Ellen J. Cornish
Reference Department
Oakland Public Library
14th & Grove Sts., Oakland 12
TW 1400

Union List Committee
Miss Harriet Collopy
Business Branch
San Francisco Public Library
629 Russ Building, S.F. 4
EX 3075

Hospitality Committee
Mrs. Dorothy Williams
Anglo-California National Bank
1 Sansome St., S.F. 20
DO 1800

Archives Committee
Mrs. Marjorie Madison
Engineering Department
Standard Oil Company of California
225 Bush St., S.F. 20
SU 7700

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

VOLUME 17 OCTOBER 1946 NUMBER 2

OCTOBER MEETING

DATE: Thursday, October 24, 1946 6:15 promptly

PLACE: Hellwig's Holland House
21 Stockton Street
San Francisco
Price: $2.05

PROGRAM: PERSONNEL PROBLEMS, METHODS AND PROCEDURES

The program will be a continuation of the panel and discussion being held at Hotel del Coronado jointly with the Southern California Chapter. San Francisco members attending the Southern California meeting will be present to report on the problems and solutions presented at the joint meeting, and discussion will be thrown open for further ideas. It is hoped that the exhibit of forms prepared for the joint meeting can be returned in time to be displayed at this meeting.

RESERVATIONS: Please make your reservations by Monday, October 21.

San Francisco members may call:
Miss Jessica Fredricks HE 2121, Local 349

East Bay members may call:
Miss Helen Clseen HI 4711

PLEASE SEND ALL CHANGES OF ADDRESS TO THE SECRETARY

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 October 1946 Number 2

SEPTEMBER MEETING

John T. Wallace, Promotion Manager of the San Francisco Chronicle, was the guest speaker at the September SLA dinner, held at El Jardin, September 19. Mr. Wallace was introduced to the Bay Region Chapter by President Kathleen Moore, and spoke on "How an Editorial Comes About". He distributed copies of the Chronicle editorial reprint, "Bikini and Tomorrow" and the Chronicle Quarterly to members and guests.

The old tradition, said Mr. Wallace, of "angry, exhorting editorials" in papers which were primarily political organs is dying out: "The Chronicle editorial", he said, "tries to define, to discuss, to explore issues and not necessarily to express opinion."

Mr. Wallace told how one writer might spend several weeks or more doing research for an editorial, but that the end product might be the result of several writers' work--a distillation of thought representing the overall Chronicle policy on the issue.

Mr. Wallace explained how the Chronicle's system was devised by Paul Smith, Editor and General Manager, and Royce Brier, Director of the Editorial page, who have done a pioneering job in the West. He also outlined some of their future plans.

The San Francisco Chapter was fortunate in having three of its members, who attended the National SLA Convention in Boston last June, present to report on the conclave. Isabella Frost (Lansing Library) described the scenic and historical attractions of Boston, and the Boston Public and Harvard libraries which she visited there. She reviewed the highlights of the program, and told of coming away impressed with the need of greater solidarity and increasing contacts among Special Librarians on the Pacific Coast.

Veronica Sexton (California Academy of Sciences) described the libraries of the New England Mutual Life Insurance Company and the Christian Science Monitor, and told of including visits to map libraries in Washington on her trip.

Isolde Stoye (Lansing Library) attended meetings of the newspaper and advertising groups, and displayed a new bulletin issued by the latter group: "What's New".

JOINT MEETING OF SOUTHERN CALIFORNIA AND SAN FRANCISCO BAY REGION CHAPTERS

Plans for the annual joint meeting of the California chapters of SLA on October 19 have now been definitely set, and a number of San Francisco Bay Region members are planning to attend.

The program will start at 12:00 with a luncheon presided over by L. Herman Smith, President of the Southern California Chapter. "Planning Pacifically, a Discussion of Pacific Coast Chapter Activities" will be led by Miss Elise Hoffman (Golden State Co., Ltd., and Western States Representative on the national SLA Membership Committee).

At 2:30, there will be a group discussion, with the Southern California Chapter in charge, of: "How Should the Special Librarian's Job Be Classified and Paid", led by Mrs. Dorothy Rosen (on leave from the faculty of the Graduate School of Library Science, University of Southern California), and the panel will consist of Mrs. Ruth Fox (20th Century Fox), Mrs. Margaret Miller Rocq(Standard Oil of California), Mrs. Verna Record (San Diego City Civil Service Department, and personnel advisor to the panel), and Mrs. Thelma Jackman,(Sociology Dept., Los Angeles Public Library).

A group discussion of "Special Library Methods and Procedures" will follow at 3:45, led by Miss Margaret Hatch (Metropolitan Life Insurance Co.), and exhibits of library forms prepared by both chapters will be shown. Miss Isabella Frost (Lansing Library) has been in charge of the exhibit from San Francisco.

San Francisco members planning to go to Coronado include: Gladys Andrews, Harriet Collopy, Jessica Fredricks, Isabella Frost, Margaret Hatch, Jeanette Hitchcock, Elise Hoffman, Doris Lanctot, Kathleen Moore, and Margaret Miller Rocq.

COMMITTEE REPORTS

Duplicate Exchange Committee: the Fall Duplicate Exchange List has been compiled and sent to contributing libraries. 100 extra copies are being sent to Los Angeles, and it is hoped that copies of the Southern California list will be available for distribution here. Additional copies of the San Francisco list may be obtained from Elizabeth Nutting, Shell Development Company, 100 Bush Street, S. F. 6.

Employment Committee: the Employment Committee can recommend highly qualified librarians in science, business, school and retailing fields. At present, there is no list of job openings. The Chapter is currently working on a prospect list in the hope of creating new libraries. Librarians should submit to Agnes Reinero names of possible prospects, and also notify her of any temporary jobs---bibliographic, research, filing, preparation of manuals, etc. Some applicants need temporary work while developing prospects, and temporary jobs serve as excellent opening wedges for library services. The cooperation of the entire membership is needed in ferreting out job openings.

MAP LIBRARIANS

While visiting libraries in Eastern cities, Veronica J. Sexton called upon Dorothy Lewis, Librarian of the Division of Geography and Cartography of the State Department in Washington, D. C. Miss Lewis expressed a desire to see a Map Group formed for the benefit of librarians in the S.F. Bay Region Chapter. Anyone interested in assisting in the organization of such a group may contact Miss Sexton, California Academy of Sciences, Golden Gate Park (BA 5100).

NEW MEMBERS

Miss Patricia Louise Golton
Giannini Foundation Library
University of California
Berkeley 4, Calif.

Miss Rosalie Held
Army Librarian A & R Division
AFWESPAC
APO 707, c/o Postmaster
San Francisco, Calif.
(transfer from St. Louis)

Mrs. Dorothy M. Kesseli
41 Lenox Road
Berkeley 8, Calif.
(transfer from Washington, D.C.)

Mrs. Virginia T. Reuss
1424 - 14th Street
Sacramento, Calif.
(transfer from Puget Sound)

Mr. Jos. H. Stearns, President
Stearns Institute
Angwin, Calif.

Miss Isolde Stoye
Lansing Library Service
Safeway Stores, Inc.
P.O. Box 660
Oakland 4, Calif.
(transfer from St. Louis)

Miss Janet Louise Thomas
Radiation Laboratory
University of California
Berkeley 4, Calif.
(transfer from New York)

Correction:
Mrs. Ruth Lyon
Western Pacific Railroad Co.
526 Mission Street
San Francisco, Calif.

AMONG OURSELVES

Margaret Miller Rocq has been appointed to the Student Loan Fund Committee of SLA.

E. T. Coman is Chairman of the Committee on the Revision of the Constitution of the California Library Association; Mrs. Rocq is also serving on this committee.

NOVEMBER MEETING

Plans for the November meeting, at which Mrs. Kathleen Stebbins, SLA Executive Secretary, will be the guest speaker, are already under way. The Lido Room at the Claremont Hotel in Berkeley has already been reserved for dinner November 21. Because of the special importance of this meeting, it is urged that SLA members plan now to attend, and make definite reservations if that is at all possible. Further details will be given in the next bulletin.

- -

Miss Ellen J. Cornish
Reference Department
Oakland Public Library
14th & Grove Streets
Oakland 12, Calif.

Transportation:
Can provide _______
Will need _________

I am planning to attend the SLA meeting at the Claremont Hotel November 21.

Name____________________________

Address _________________________

Guest ___________________________

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1946-47

President
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Music Library
National Broadcasting Company
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GR 8700

Vice-President and Editor
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YU 1570

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245 Market Stl, S. F.
SU 4211

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
100 Bush St., S. F. 6
EX 5400

Press Relations Committee
Miss Saima Swift
Office of Economic Research
Henry J. Kaiser Company
1502 Latham Square Building
Oakland 12
TW 4600

Employment Committee
Mrs. Agnes Reinero
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Union List Committee
Miss Harriet Collopy
Business Branch
San Francisco Public Library
629 Russ Building, S. F. 4
EX 3075

Hospitality Committee
Mrs. Dorothy Williams
Anglo California National Bank
1 Sansome St., S. F. 20
DO 8100

Archives Committee
Mrs. Marjorie Madison
Engineering Department
Standard Oil Company of California
225 Bush St., S. F. 20
SU 7700

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 November 1946 Number 3

NOVEMBER MEETING

DATE: Thursday, November 21 6:15 promptly

PLACE: Lido Room
Claremont Hotel
Berkeley

Price: $2.25
plus tip

PROGRAM: This is our long-anticipated meeting with Mrs. Kathleen B. Stebbins, SLA Executive Secretary, and our first opportunity in many years to learn first-hand of the national organization's plans, and how we fit into the picture.

Special guests invited for this meeting are: Dr. J. Periam Danton, University of California School of Librarianship; Mr. Donald Coney, University of California Library; Dr. Evelyn Steel Little, Mills College Library; Dr. Peter R. Conmy, Oakland Public Library; Mr. Nathan Van Patten, Stanford University Library; and Mr. Laurence J. Clarke, San Francisco Public Library.

RESERVATIONS: If you have not already made a reservation, call:

Miss Jessica Fredricks	HE 2121, Local 349
or	
Miss Helen Olseen	HI 4711

It is absolutely necessary to have all reservations in by Monday, November 18.

TRANSPORTATION: From the San Francisco Terminal, the E train goes directly to the Claremont Hotel.
OR
Call Mrs. Williams, DO 8100, if you are driving or want a ride.

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 November 1946 Number 3

OCTOBER MEETING

The joint meeting with the Southern California Chapter at Hotel Coronado was discussed at the October 23rd meeting at Hellwig's Holland House.

President Kathleen Moore opened the meeting, with a description of the delightful convention surroundings. She listed those attending: Margaret Rocq, Isabella Frost, Margaret Hatch, Elise Hoffman, Jessica Fredricks, Harriet Collopy, Doris Lanctot, Veronica Sexton, Helen Burgess, Edwin Coman, and Kathleen Moore, and said that the SLA joint meeting was considered the liveliest part of the CLA convention, in connection with which it was held.

Margaret Rocq, who had represented the San Francisco chapter in the panel discussion of "How Should the Special Librarian's Job Be Classified and Paid" reported the session. She listed some of the salary surveys which have been made, and emphasized the importance of job descriptions which use terms peculiar to a special field, and the need of watching union developments. Mrs. Rocq has a collection of forms and other pertinent material available for further study.

Elise Hoffman, who had led the discussion following the luncheon at the convention: "Planning Pacifically", commented on the feeling among special librarians in the West of being so far from national headquarters as to have little voice in SLA policy. All Pacific Coast chapters hope to work together more closely on their common problems, and the immediate project is a joint meeting of Puget Sound, San Francisco, and Southern California groups in conjunction with the ALA convention to be held in San Francisco, June 28 to July 6, 1947. A show of hands among SLA members present indicated approval of and interest in this suggestion.

Miss Moore introduced Mr. McLarnon, of the Diebold Company, who demonstrated for the group a rotary method of filing cards, which had been among the exhibits at the Coronado meeting. He outlined its uses and possible applications.

Mrs. Rocq mentioned punch card systems shown at the Coronado meeting, and recommended an article on their use in the Journal of Chemical Education, Oct.1946.

Harriet Collopy reported on a "Library Service to Business" panel held during the CLA convention, and Doris Lanctot told of visiting the Southern California Edison, Bureau of Light and Power, Los Angeles Public, Municipal Reference, and California Institute of Technology libraries, and collecting samples of their publications for reference here.

* *

"I sincerely thank the members who contributed their time and energy in making the joint SLA Meeting at Hotel Del Coronado so successful: Elise Hoffman, Margaret Hatch, Margaret Rocq, Isabella Frost and Elizabeth Nutting, who did a splendid job preparing the Duplicate Exchange List."

Mary Kathleen Moore
President

SPECIAL LIBRARIES OF HONOLULU

First on our list of libraries we should like to visit - but can't - are the special libraries of Honolulu. Our next-door-neighbors to the West have some of the most beautiful libraries in the world; the island influence prevails in the architecture, decoration and landscaping of most of them, and the subjects of many of the collections sound almost exotic to land-bound librarians.

A Union List of Serials in Honolulu Libraries is among the cooperative projects carried out by the Reference and Special Libraries Section of the Hawaii Library Association. Descriptions of some of the most interesting libraries have been compiled by Miss Charlotta Hoskins, Reference Librarian at the University of Hawaii.

The Bernice P. Bishop Museum, known around the world for its research on the Pacific, maintains a reference library for the use of its staff and other scientists. It includes about 20,800 books, 12,200 pamphlets, and 20,000 pictures, as well as all the important works on early voyages and many newspapers of historic value. It attempts to acquire all publications dealing with natural history and ethnology in the Pacific - particularly in Polynesia. Margaret Titcomb is the Librarian.

The General William C. Carter Library, United States Army was the first American Library to be blacked out after Pearl Harbor, but has been shedding light on many diversified subjects since then, serving 150,000 troops during the war. Helen Gowen, Librarian, reports that a children's room has been added since the return of women and children to Schofield Barracks.

The Legislative Reference Bureau: Territory of Hawaii, housed at the University of Hawaii, is a specialized collection of 1,000 books and 2,000 pamphlets and reports dealing with state and territorial governments, legislative procedure, state and territorial laws and legislative proposals and materials for research in the field of public administration, under the direction of Dr. Gilbert Lentz.

The Honolulu County Medical Society Library, open day and night to serve members of the Hawaii Territorial Medical Association and the Hawaii Territorial Nurses' Association, as well as Medical Officers of the Armed Forces, is housed in the Mabel Smyth Memorial, one of the most beautiful buildings in Honolulu.

Special Collections at the University of Hawaii Library include the Teachers' College collection of 21,800 volumes; the Government Documents collection; the Hawaiian collection of 11,640 books and pamphlets, including most of the important 18th and 19th century accounts of Hawaii and a collection of Hawaiian government publications since 1843; the Oriental collection of 56,680 volumes in Chinese, Japanese and Korean, which proved uniquely valuable for wartime research, and the recently established Map collection. Each collection has a separate staff; Dr. Carl Stroven is the Librarian at the University of Hawaii.

The Hawaiian Mission Children's Society Library is one of the most important collections of Hawaiiana; many early books are closely connected with Missions, for missionaries first reduced the native language to writing; the first sheet of printed matter this side of the Mississippi was run off in Hawaii in 1822. The early Hawaiian language collection is still being translated by Dr. Henry P.Judd.

Pineapple Research Institute of Hawaii Library serves the industry that produces 90% of the world's pineapple, providing information for its own staff as well as individual companies in production, processing, and maintenance of cordial human relationships.

The Municipal Reference Library was organized by Grace Bartlett in 1925 to aid the City Planning Commission, and has since expanded to give service to all department of the Municipal Government. Collection of materials from other municipalities aids in anticipating requests from the Board of Supervisors and the Territorial Legislature, in problems of housing, urban redevelopment, municipal airports and airport zoning.

The Diocesan Library for Priests is one of the most beautiful of the libraries, located at the Cathedral of Our Lady of Peace. The shelves are of milo wood, one of Hawaii's most beautiful native woods; an enormous table and green leather upholstered chairs in the same wood provide an inspirational setting for scholastic philosophers. The collection includes books on homiletics, catechetics, hagiography, asceticism, canon law, and philosophy.

The Hawaiian Sugar Planters Association Library contains over 25,000 volumes on sugar - its history, cultivation and manufacture, and on related fields of agricultural chemistry, entomology, botany, forestry and plant pathology. Outstanding holdings include The Zoological Record (London) since 1864; The Annals and Magazine of Natural History (London) since 1829, and The Curtis Botanical Magazine (London) from 1743 to date.

The Honolulu Academy of Arts Library has about 8,000 carefully selected books and magazines on art. "Adam" green walls, dark teak-finished stacks and desk, and gum-wood chairs upholstered in sage green furnish the air-conditioned reading room, which is decorated with gold-backed Japanese screens and 16th century Italian miniatures. An art school is opening this semester in the grounds of the Academy. Marian Morse, Librarian, is a member of the San Francisco chapter of SLA.

Other specialized libraries in Honolulu are maintained by the Bishop Trust Company; Board of Forestry and Agriculture; Board of Water Supply; The Clinic; Fort Shafter; Hawaiian Historical Society; Hawaiian Pineapple Company; Hawaiian Trust Company; Honolulu Police Department; Pacific Chemical and Fertilizer Company; Public Archives; Seventh AAF, Flight Surgeon's Headquarters; Supreme Court Law Library; Territorial Board of Health; Territorial Tax Office; Tripler General Hospital (USA); U. S. Engineers; U.S. Public Health Service. (The Maintenance Library of Pan American World Airways was described in the September 1944 Bulletin.)

***   ***   ***

NEW MEMBERS

Miss Ethelreda C. Davis
3631 - 21st Street
San Francisco, Calif.

Miss Edith M. Foster
San Jose State College Library
Reference Department
San Jose, Calif.

Mrs. Ella P. Garrison, Chief
Library Division - Special Services Dept.
Veterans Administration, Branch 12
180 New Montgomery Street
San Francisco 5, Calif.

Mrs. Virginia P. Jennings
Coleman Libraries
384 - 17th Street
Oakland 12, Calif.

Miss Marjorie Rumble
University of California Library
Order Department
Berkeley 4, Calif.

Miss Louise Stockle
University of San Francisco Library
(res: 3009 Clay Street)
San Francisco, Calif.

ON THE AIR!

Mrs. Stebbins will be interviewed over Station KPO by Jane Lee, at 10 A.M. on November 20. Librarians who have radios available should hear this, for a presentation of the special library story to the general public.

AMONG OURSELVES

The Business Branch of the San Francisco Public Library was written up in a feature article in the San Francisco News, October 30: "Small Investors Have Their Own Research Department". A photograph shows Harriet Collopy helping one of the library users, and Laurence J. Clarke was quoted as saying the facilities of the Business Branch will soon be expanded.

The next issue of the Bulletin will be January 1947.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1946-47.

President
Miss Mary Kathleen Moore
Music Library
National Broadcasting Company
420 Taylor St., S. F. 2
GR 8700

Vice-President and Editor
Miss Anne Burnett
Institute of Pacific Relations
417 Market St., S. F. 5
YU 61570

Secretary-Treasurer
Miss Kathleen Karpenstein
Standard Oil Company of California
225 Bush St., S. F. 20
SU 7700

Executive Board Member
Miss Doris Lanctot
Pacific Gas & Electric Company
245 Market St., S.F. 6
SU 4211

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
100 Bush St., S. F. 6
EX 5400

Press Relations Committee
Miss Saima Swift
Office of Economic Research
Henry J. Kaiser Company
1502 Latham Square Building
Oakland 12
TW 4600

Employment Committee
Mrs. Agnes Reinero
Pacific Gas & Electric Company
245 Market St., S. F. 6
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Membership Committee
Miss Elise Hoffman
Research Department
Golden State Company, Ltd.
425 Battery St., S. F. 11
EX 5121

Program Committee
Miss Ellen J. Cornish
Reference Department
Oakland Public Library
14th & Grove Sts., Oakland 12
TW 1400

Union List Committee
Miss Harriet Collopy
Business Branch
San Francisco Public Library
629 Russ Building, S. F. 4
EX 3075

Hospitality Committee
Mrs. Dorothy Williams
Anglo California National Bank
1 Sansome St., S.F. 20
DO 8100

Archives Committee
Mrs. Marjorie Madison
Engineering Department
Standard Oil Company of California
225 Bush St., S. F. 20
SU 7700

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 January 1947 Number 4

JANUARY MEETING

DATE: Thursday January 30, 1947 7:15 P.M.

PLACE
Assembly Room
Third Floor
San Francisco Public Library
Civic Center

PROGRAM: Mr. Lawrence J. Clarke, Librarian of the San Francisco Public Library, will speak on the current library program and activities. A tour of the various departments of the library will follow. This should be an excellent opportunity to further the cooperation between the City Library and special libraries.

There will be no formal dinner preceding the meeting, but members planning to make up small groups should contact Mrs. Dorothy Williams, DO 8100, to give new members a chance to become better acquainted.

RESERVATIONS: If you are planning to attend the meeting at the Public Library, please call:

In San Francisco:	
Miss Jessica Fredricks	HE 2121, Local 349
In the East Bay:	
Mrs. Hendrine R. Kleinjan	HI 4711

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 January 1947 Number 4

NOVEMBER MEETING

Mrs. Kathleen Stebbins, Executive Secretary of the Special Libraries Association, was the guest of honor and speaker at the meeting of the San Francisco Bay Region Chapter held on November 21 in the Lido Room of the Claremont Hotel in Berkeley.

Mrs. Stebbins reported on her visits with other SLA chapters across the country, and on her especial delight at meeting with Pacific Coast chapters. She said she hoped to see many Bay Region members at the national convention to be held in Chicago June 10 to June 13 and urged that reservations be made immediately.

Mrs. Stebbins told of a special Committee of 3, which was making a study of groups and chapters and would send questionnaires to a sampling of the SDA membership to determine opinion on chapter and group activities. She urged members who wish to express their ideas on either subject to write to Mrs. Irene Strieby for copies of either questionnaire.

Outlining promotional and recruiting activities of SLA, Mrs. Stebbins advised members who might be speaking on the subject to make it clear when they were giving personal opinion, and when they were stating national policy. She stressed the importance of starting at the high school level to interest young people in special library careers, and said that copies of a film strip on the subject are being made available for loan.

Regarding Placement Service, Mrs. Stebbins said facilities are available to all members who wish a change of position; the Executive Office is becoming more and more selective in the positions they will fill and the candidates they offer to fill them, and is stressing speed in its service.

The Public Relations Committee has placed several magazine articles, and arranges for exhibits at meetings of scientific, technical and learned societies whenever possible. An article by Mrs. Stebbins entitled "The Challenge of Special Librarianship" was scheduled to appear in the December issue of School and College Placement.

She stated that an increasing number of inquiries were coming from other countries, and described the activities of Special Library groups in Great Britain and Sweden. She also outlined the advisory work that SLA is doing in connection with the UNESCO program, and reported that the Commission for International Educational Reconstruction had invited SLA to participate in a conference in Washington in November.

Mrs. Stebbins said that a committee had been appointed to make a permanent evaluation of services in all fields sponsored by SLA.

In reviewing SLA publications, Mrs. Stebbins reported that the Publications Governing Committee had recommended the third edition of the "Union List of

Scientific Periodicals in Chemistry Libraries", and was considering a manual for organizing new chapters; it was expected that parts III and IV of "Special Library Resources" would be ready in February.

Reporting on the financial status of SLA, Mrs. Stebbins said that the budget was in excellent shape, a reserve fund of $32,279.19 having been set up to meet possible emergencies. 1945 income reached $42,655, and 1946, through September, $44,399. The subscription price of Special Libraries is being increased to $7.00 in January.

The Special Library field, which was formerly not highly-paid, is gradually increasing its salary standards. The membership of SLA was 4137 in September. Mrs. Stebbins reported that SLA has the reputation of being the liveliest, most progressive of library organizations.

NATIONAL CONVENTION

The SLA Convention will be held in Chicago June 10-13, 1947. Because of crowded hotel conditions, it is advisable to make reservations now; they will not be accepted after May 1. All reservations will be cleared through Miss Marion E. Wells, Chairman; The First National Bank of Chicago; Box A; Chicago 90, Ill. For further details, see the December issue of Special Libraries.

AMONG OURSELVES

Theodora Larsen has been appointed Chief Librarian of the Alameda City Library. Formerly Reference Librarian, Miss Larsen had been Acting Librarian since the death of Miss Jane Curtis in November.

Lenora Martin is now Librarian in the Research Department of the San Francisco Employers Council, at 114 Sansome St. Miss Martin was previously with Pope & Talbot.

During the illness of Ellen Cornish, Katherine Hansen is acting as Program Committee Chairman. Margaret MacKellar is assisting her.

NEW MEMBERS

Mrs. Lillian Altman
4210 Balboa #102
San Francisco 21, Calif.

Mrs. Julius Haug, Librarian
San Francisco Symphony Orchestra
War Memorial Opera House
San Francisco 2, Calif.

Mr. Frederick F. McLean, Librarian
Coalinga District Library
Coalinga, Calif.

Miss Berna M. Carlson
Columbia Steel Co.
Russ Building
San Francisco 6, Calif.

Miss Lillie M. Kleven, Chief
Library Branch
ESS GHQ AFPAC
APO 500 %Postmaster
San Francisco,Calif.

BOARD MEETING

There will be a meeting of the Executive Board on January 23 at 6:00 P.M. at the Business Branch of the Public Library.

METHODS MEETINGS

A program for holding monthly Methods Meetings on pertinent library problems has been proposed as an additional activity for the ensuing season. This suggestion was thoroughly discussed at a recent Board meeting, and it was thought that such a project would be beneficial and of interest to the membership.

To enable the program to get under way, February 6 was set as the date of the first meeting, to be held at the Business Branch of the Public Library, in the Russ Building, San Francisco, at 6:30 P.M. The topic to be discussed will depend entirely on the results of the questionnaire attached below, and will be announced, along with the chairman for the discussion, at the general meeting on January 30.

A list of topics is presented below, and it is requested that each interested member indicate her FIRST and SECOND choices on the coupon, which should be mailed to Phyllis Anderson by January 27. Please stress any aspect you wish covered, and make further suggestions for additional topics, or any other ideas you have.

A. ADMINISTRATION
   Organization; personnel administration (selection, job evaluation, in-service training, etc.); library reports; budgets; publicity; library manuals; and pertinent problems in office management.

B. CIRCULATION
   Disseminating material (book, pamphlet and magazine lists); routing magazines; records; forms and equipment; control regulations.

C. REFERENCE
   Recording information (by subject and statistics); forms; sources for information (government and private agencies); new and revised reference publications.

D. ORDER WORK
   Procedure; forms; sources (domestic - Federal and state - and foreign); book reviews; discounts.

E. CATALOGUING AND CLASSIFICATION
   Current procedures; subject headings (including sources for same); information files.

If you are interested in participating in these group discussions, please fill out the attached blank.

- -

Miss Phyllis Anderson, Librarian
Pan American World Airways
P.O.Box 151
South San Francisco, Calif.

I expect to attend the Methods Meeting at the Business Branch on February 6.
My choice of topics is:

FIRST CHOICE: Emphasis:
SECOND CHOICE: Emphasis
SUGGESTIONS:

Name______________________________
Address____________________________

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1946-47

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TW 1400

Union List Committee
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629 Russ Building, S. F. 4
EX 3075

Hospitality Committee
Mrs. Dorothy Williams
Anglo-California National Bank
1 Sansome St., S. F. 20
DO 1800

Archives Committee
Mrs. Marjorie Madison
Engineering Department
Standard Oil Company of California
225 Bush St., S. F. 20
SU 7700

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 February 1947 Number 5

FEBRUARY MEETING

DATE: February 20 — 6:15 Promptly

PLACE: Hellwig's Holland House — Price: $2.55
41 Stockton Street
San Francisco

PROGRAM: Mr. J. M. Trickett will speak on "The Responsibility of the Librarian in Developing an Informed Management." Mr. Trickett is Dean of the School of Management of Golden Gate College, now located at 537 Market Street.

RESERVATIONS: Please make your reservations by Monday, February 17.

San Francisco members may dall:
Miss Jessica Fredricks HE 2121 Local 349

East Bay members may call:
Mrs. Hendrine R. Kleinjan HI 4711

MARCH METHODS MEETING

DATE: March 6 — 6:30 promptly

PLACE: Business Branch, San Francisco Public Library,
629 Russ Building

SUBJECT: Reference work: recording information; forms; sources for information; new and revised reference publications. Representatives from various types of libraries will all contribute to the discussion; please bring some good ideas.

RESERVATIONS: If you are planning to come, please phone Miss Phyllis Anderson, JU 7-8361, Local 366, by March 3.

* *

The Program Committee is concerned about the high cost of food. Can anyone suggest a convenient meeting place where an inexpensive dinner is served, or should dinner meetings be dropped until prices are normal? Katherine Hansen will appreciate your suggestions.

* *

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 February 1947 Number 5

LIBRARIES TO ASSIST CED PROGRAM

As Special Librarians, we are all interested in and should heartily approve the following declaration of policy of the American Library Association, which the Council passed at its October meeting:

> "That, recognizing its part in the effort toward economic security in the postwar world, the American Library Association take positive action to meet this obligation; that a committee be appointed to focus attention on the ways in which existing committees, boards, chapters, and divisions may cooperate toward this end, and to work with the Committee for Economic Development, and other groups. That the library's part in the attainment of economic security be made the theme of a public relations program, that through the Association's publications, through regional meetings, forums, exhibits, that phase of community service be clearly presented, until in our own minds and in the minds of every citizen there is complete understanding of the library's relation to the economic life of the country."
>
> C.E.D.Digest, January 1947, p. 4

JANUARY MEETING

The San Francisco Public Library was visited by the SLA chapter on January 30. Mr. Lawrence J. Clarke, Librarian, addressed the group, and discussed the library from the standpoint of the services which are offered to the scholar. The collections which he described are: the Spanish Collection; Canadian History; the Art Collection, one of the best in the country; Irish History and Culture, the best collection in California; and Western Americana and Californiana. The last named, Mr. Clarke stated, is now being emphasized, and by 1950 it is hoped that a special California Department with specially trained personnel will be established. The Reference Department is organizing a clipping file of Californiana, and is preparing an index to California artists, San Francisco and California poetry, biography, and narratives. The library already has a collection of 5,000 pictures and photographs of San Francisco from 1847 to date, and an index to non-book references in all fields, which is a great timesaver in answering all types of reference questions. The library also houses the famous Sutro Collection of rare books in many fields.

Looking to the future, Mr. Clarke emphasized that the services which the library will offer its users will be stressed through departmentalization. A Documents Department, administered by a trained librarian, will be formed, and the Art Collection will have experienced personnel to service it. Fifteen library branches throughout the city will be constructed. It is hoped that an addition to the main library will be built soon, especially to house the Sutro Collection, which is now in the library basement. The completion of the new wing, Mr. Clarke said, should also help to overcome the difficulties in administration due to the bad layout of the present building, and may also make possible partial opening of the stacks.

Following Mr. Clarke's talk, a tour was made of the building. Miss Fredricks described the collection and services offered by the Music Department. The Cataloging, Reference and Loan departments, the Sutro Collection, and the Children's Department were also visited.

METHODS MEETING

The topic chosen for the first of the series of informal Methods Meetings was Staff Manuals. Mrs. Margaret M. Rocq, chairman for the evening, prepared a short talk from current literature on the subject.

In the discussion that followed, it was decided that a good staff manual should contain all rules and regulations in particular, a short history, a general organization plan, and a complete description of job functions rather than individual duties. It is important that the staff manual be the result of the combined efforts of the staff. A loose-leaf form is recommended so that it may be revised frequently.

If the enthusiasm shown at this meeting continues, we should have a good collection of staff manuals in the near future. Staff manuals would make a good exhibit for the annual convention.

For further information, consult the following bibliography:

Boots, R.:"Suggestions for the preparation of a staff manual", Special Libraries, 34:292-94, July-August 1943.
Fay, L.E., "Staff manual for the college library", ALA Bulletin, 31:464-68, August 1937. Gives outline of contents.
Hutchins, Margaret, "Staff manuals", Library Journal, 57:1039-42, Dec. 15, 1932.
Kessler, D.,"Functional approach to the preparation of a library staff manual", Special Libraries, 34:471-80, December 1943.
Hoage, A.L., "Why not an orientation handbook?" Library Journal, 72:57, January 1, 1947.
Munn, Ralph, "Staff Instruction book: a review", Library Journal, 61:191, March 1, 1936.
Turner, E.C., "Handbooks of the Hardware Mutual's Library", Speaicl Libraries, 34:294-96, July-August 1943.

For information on the March Methods Meeting, see inside cover of this Bulletin.

PUBLIC LIBRARY ADMINISTRATION

A course in Public Library Administration will be given by the University of California School of Librarianship, on Tuesdays from 7 to 9 P.M., at the University Library. Two units of credit toward a Master's Degree may be allowed; the fee is $27.50. Further details may be obtained at the office of the Dean, Room 217, University Library (AS 6000, Local 405. Registration dates are from February 18-22.

LIBRARY SCHOOL QUESTIONNAIRE

The Faculty of the University of California School of Librarianship is soliciting the opinion of SLA members regarding certain parts of the School's program, particularly the demand for summer courses and possible "refresher" courses. With this in mind, all members who have not, as U.C. graduates, already received a similar questionnaire, are requested to answer the following questions. Please send them to Miss Katherine Karpenstein, or bring them with you to the next meeting:

1. Would you be interested in summer courses? 4 weeks? 6 weeks? 12 weeks?

2. Extension courses: correspondence? night courses?

3. Where: Berkeley? San Francisco? Los Angeles?

4. Would you want courses leading to M.A . degree?

5. Would you want courses leading to a certificate?

6. Subjects you are particularly interested in:

CALIFORNIA LIBRARY ASSOCIATION RESOLUTION

"It will be of great interest to all SLA members to read the enclosed resolution of the California Library Association. This resolution is of vital importance to librarians in all groups and should be an encouragement to students who wish to make librarianship their profession. It would be a good idea to bring this resolution to the notice of the library administrators or officials."

Mary Kathleen Moore, President

ALA CONVENTION - SLA REGIONAL MEETING

Plans for the regional meeting of the Southern California, San Francisco, and Puget Sound chapters of SLA in conjunction with the ALA convention, to be held in San Francisco June 28 to July 5, are being formulated by an augmented Program Committee. July 2 will be the day for SLA business meetings. Further details will be announced in forthcoming issues of the Bulletin.

NEW MEMBERS

Mr. S. J. H. Allen, Librarian
San Francisco Law Library
436 City Hall
San Francisco 2, Calif.

Mr. John Calvin
Hotel MacArthur
140 Mason Street
San Francisco, Calif.
(transfer from Illinois chapter)

Mr. Arthur B. Johnson, Librarian
California Research Corporation
Richmond Laboratories
P.O.Box 1627
Richmond, Calif.

Mrs. Evelyn Steel Little, Librarian
Mills College Library
Mills College
Oakland 13, Calif.

Mr. LeRoy C. Merritt
Associate Professor of Librarianship
University of California
217 University Library
Berkeley 4, Calif.
(transfer from Washington D.C. chapter)

Miss Jane Pope
Library, Wine Institute
717 Market Street
San Francisco, Calif.

Mrs. Elizabeth B. Roth, Assistant Lib'n.
Bureau of International Relations
University of California
Berkeley 4, Calif.

Miss Shohig B. Terzian
Omar Khayyam's Executive Office
262 O'Farrell Street, Rm. 203
San Francisco 2, Calif.
(transfer from New York chapter)

NEW PUBLICATIONS

Federal Science Progress, a new periodical issued by the Office of Technical Services, U.S. Department of Commerce, is designed to bring to the businessman a running report on all phases of government research, emphasizing the practical application. It covers the scientific and technological research of fifty government agencies. February 1947 was the first issue, and subscriptions are $3.00.

Pacific Science, a quarterly devoted to the biological and physical sciences of the Pacific Region, is now being published by the University of Hawaii. Volume I, number 1 is January 1947, and subscriptions are $3.00.

SLA CONVENTION

May 1 is the deadline for reservations for the SLA National Convention in Chicago. Reservations should be made through Miss Marion E. Wells, The First National Bank of Chicago, Box A, Chicago 90, Ill. Additional details on room rates may be obtained from Miss Anne Burnett, YU 6-1570.

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225 Bush St., S.F. 20
SU 7700

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 March 1947 Number 6

MARCH MEETING

DATE: March 20 7:30 promptly

PLACE: Standard Oil Building, Room 315
225 Bush Street, San Francisco

PROGRAM: The SLA film strip on special library procedure will be shown. A visit to the Standard Oil Library will follow. Mr. Merritt and Dr. Danton of the University of California School of Librarianship and members of the class in special librarianship will be guests. Mrs. Dorothy Williams will speak on SLA, and Mrs. Agnes Reinero on the employment situation.

RESERVATIONS: Since the building is ordinarily closed to the public in the evening, we have been asked to secure the names of those attending the meeting. If you plan to attend, please call:

In San Francisco:
Mrs. Katherine Hansen SU 7700 Local 164
In the East Bay:
Mrs. Hendrine R. Kleinjan HI 4711

APRIL METHODS MEETING

DATE: April 3 6:30 promptly

PLACE: Business Branch, San Francisco Public Library
629 Russ Building

SUBJECT: Publicity. This will include all media through which the special library can make itself better known: book lists, bulletin boards, personal contacts, house organs, etc.

RESERVATIONS: It will be necessary to make reservations in advance. Please phone Miss Phyllis Anderson, JU 78361, Local 366, before April 1.

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 March 1947 Number 6

FEBRUARY MEETING

The responsibility of the librarian in developing an informed management was the subject of a talk by Mr. J. M. Trickett at the February meeting of the San Francisco Chapter of SLA. Mr. Trickett, Dean of the School of Management of the Golden Gate College, defined "management" as "the people responsible for guiding, directing, and controlling an organization, public or private". They are informed if they have the requisite knowledge to perform their functions adequately.

"We are now", said Mr. Trickett, "seeing the results of uninformed leadership on a world-wide and on a national basis. It is the responsibility of librarians and teachers to make information readily available to those who need it, and the particular responsibility of librarians to see that knowledge doesn't become buried."

Each librarian, Mr. Trickett asserted, should understand the function and scope of the organization he serves, and not become buried in one department, or be unduly influenced by one department, but make the library a clearing house for information for the entire organization. He advised against becoming submerged in cataloging, filing, indexing, and routine work, and urged increased knowledge concerning management techniques and philosophies. Establishing a reputation for having the best-informed management due to the activities of the library was held up by Mr. Trickett as a library objective.

In dealing with the boss, Mr. Trickett advised a positive policy: go to him with ideas, not for ideas; go with a finished job, not rough ideas; present concrete recommendations, ways and means, and alternatives. "Most bosses", said Mr. Trickett, "like initiative".

Concerning the School of Management of the Golden Gate College, Mr. Trickett said they were developing what they hope will be the finest library on the subject of Management on the Pacific Coast. He advised special librarians to study more intensively the particular fields their libraries serve, rather than hunt for refresher courses in library technique. Mr. Trickett's talk was followed by a lively period of questions-and-answers.

Mary Kathleen Moore, Chapter President, reported on the progress made on the joint meeting of Southern California, San Francisco and Puget Sound chapters of SLA, to be held in conjunction with the ALA Convention in San Francisco this June. She also read a letter from Betty Joy Cole, SLA President, reporting on SLA activities: at the Chicago Convention of SLA, there will be only one general session, and two days will be given over to Group meetings. It is urged that reservations be made soon. SLA has been asked to send a representative to the organizational meeting of the American Chapter of the International Federation of Documentation, to join the International Federation of Library Associations, and is the only library association affiliated with UNESCO. It is hoped that SLA will be able to offer a scholarship to a European for study at an accredited American Library School.

JOINT MEETING OF PACIFIC COAST CHAPTERS OF SLA

Plans are well under way for a joint meeting of West Coast chapters of SLA, to be held in conjunction with the ALA Convention, meeting in San Francisco from June 29 to July 5. The Southern California Chapter has definitely accepted our invitation, and expects a large number of members to attend; Puget Sound has not yet replied. Tentative plans at the present time include a social gathering on the evening of July 1, to be followed on July 2 by discussions of chapter activities and special library problems. A meeting room at the American Institute of Banking has been promised for July 2. The committee working on plans for this meeting is jointly chaired by Margaret Miller Rocq and Margaret Hatch, and includes Katherine Hansen, Margaret MacKellar, Dorothy Williams, Elise Hoffman, and Anne Burnett. All members who have ideas that will help to make this a really worthwhile meeting are urgently requested to submit them.

STAFF MANUALS

It has been proposed to hold an exhibit of staff manuals in connection with the joint meeting. All members who have staff manuals in their libraries should contact Phyllis Anderson, Chairman of the Methods Committee.

PROFESSIONAL ORGANIZATION LIST

The San Francisco Chamber of Commerce has compiled a Professional Organization List, dated December 1946. Copies are available from the Chamber upon request.

NOMINATING COMMITTEE

Miss Gertrude Searby has been appointed chairman of a committee to nominate officers of the San Francisco Bay Region Chapter for the 1947-48 year.

NEW MEMBERS

Mrs. Victoria J. Anderson
646 - 6th Avenue
San Francisco 18

Mr. John E. Caswell, Librarian
Office of Naval Research
616 Mission Street
San Francisco

Miss Frances Briggs Jenkins
International House
University of California
Berkeley 4

Miss Helen Minaker
Library Section, A & R Division
Philrycom, A P O 707
% Postmaster, San Francisco
(transfer from Indiana Chapter)

Mr. Roy Nielsen, Librarian
Natural Resources Department
California Division of Mines
Ferry Building
San Francisco 11

Miss Jean Agnes Rice, Assistant Librarian
Pacific Gas and Electric Company
245 Market Street
San Francisco 6

Miss Ardel C. Thompson, Librarian
Library Division, Branch Office #12
U.S. Veterans Administration
180 New Montgomery Street
San Francisco
(transfer from Washington D.C. Chapter)

Mrs. Irene Wilbert
Mechanics Institute
57 Post Street
San Francisco 4

MARCH METHODS MEETING

"Recording Reference Service" was the topic of the second Methods Meeting, held March 4 at the Business Branch of the San Francisco Public Library. Miss Phyllis Anderson was chairman.

The speakers - Mrs. Hendrine Kleinjan, Lansing Library Service, Miss Ruth Wingfield, Shell Development, Emeryville, and Mrs. Etta Judd, Oakland Public Library - described the procedure and practice in their libraries and displayed the forms used. This gave an enlightening coverage of the business, technical and public library fields.

The topic centered about the following: (A) The statistical (or tally) record and the information record (classified by subject); (B) follow-up procedure records; (C) employee interest and projects cards; (D) forms used in the afore-mentioned.

In the discussion that followed, the use made of these records and additional records used, such as the unanswered request, were introduced. The systems in effect at the University of California, Mills College, and Standard Oil Company libraries were also described.

The size of the group at the meeting indicated that this subject was of interest in all types of libraries.

The following reference is recommended: "Recording Reference Service", by Robert W. Christ, College and Research Libraries, 8:23-27, January 1947.

SLA PUBLIC RELATIONS COMMITTEE

The Public Relations Committee of SLA is engaged in a long-term program to encourage the writing of articles on special libraries for technical and professional journals outside the library field, and to arrange for special library exhibits at national or large regional meetings of scientific, technical and learned societies. Members who are familiar with periodicals in which such articles can be placed, or who are planning to write such articles, are requested to contact Miss Mary Kathleen Moore, so that all such projects can be cleared through the national office. Mr. Robert W. Christ is the Chairman of the national committee.

DUPLICATE EXCHANGE COMMITTEE

The Duplicate Exchange Committee is preparing to issue the Spring edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by March 24th at the latest. "Want" lists need not be accompanied by lists of contributions, and any member, whether a contributor or not, is welcome to a copy of the list. Please send your lists and requests to Elizabeth Nutting, Shell Development Company, 100 Bush Street, San Francisco 6.

UNION LIST COMMITTEE

The Union List file is now located at the Business Branch of the Public Library. For information on recent holdings, call EX 3075.

Contributing libraries are urged to send in their corrections and additions, each on a separate 3x5 slip. There will shortly be a meeting of all previous Union List Committee chairmen, to determine the feasibility of issuing a new list, as the present list and its supplement are both out of print.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEE CHAIRMEN, 1946-47

President
Miss Mary Kathleen Moore
Music Library
National Broadcasting Company
420 Taylor St., S.F. 2
GR 8700

Vice-President and Editor
Miss Anne Burnett
Institute of Pacific Relations
417 Market St., S.F. 5
YU 6-1570

Secretary-Treasurer
Miss Katherine Karpenstein
Standard Oil Company of California
225 Bush St., S.F. 20
SU 7700

Executive Board Member
Miss Doris Lanctot
Pacific Gas and Electric Company
245 Market St., S.F. 6
SU 4211

Duplicate Exchange Committee
Miss Elizabeth Nutting
Shell Development Company
100 Bush St., S.F. 6
EX 5400

Press Relations Committee
Miss Saima Swift
Office of Economic Research
Henry J. Kaiser Company
1502 Latham Square Building
Oakland 12
TW 4600

Employment Committee
Mrs. Agnes Reinero
Pacific Gas and Electric Company
245 Market St., S.F. 6
SU 4211

Membership Committee
Miss Elise Hoffman
Research Department
Golden State Company, Ltd.
425 Battery St., S.F. 11
EX 5121

Program Committee
Miss Ellen J. Cornish
Reference Department
Oakland Public Library
14th & Grove Sts., Oakland 12
TW 1400

Union List Committee
Miss Harriet Collopy
Business Branch
San Francisco Public Library
629 Russ Building, S.F. 4
EX 3075

Hospitality Committee
Mrs. Dorothy Williams
Anglo California National Bank
1 Sansome St., S.F. 20
DO 8100

Archives Committee
Mrs. Marjorie Madison
Engineering Department
Standard Oil Company of California
225 Bush St., S.F. 20
SU 7700

Methods Committee
Miss Phyllis Anderson
Pan American World Airways
P.O. Box 151
South San Francisco
JU 7-8361, Local 366

SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 April 1947 Number 7

APRIL MEETING

DATE: April 17 — 6:15 Promptly

PLACE: College Women's Club
2680 Bancroft Way
Berkeley

Price: $1.45
(includes tax and tip)

PROGRAM: Professor Robert A. Brady of the Economics Department of the University of California will speak on "The functions and value of a special library in a university."

RESERVATIONS: Please make your reservations by Monday April 14. The Club cannot take either cancellations or additional reservations after April 15.

San Francisco members may call:
Mrs. Katherine Hansen SU 7700 Local 164

East Bay members may call:
Mrs. Hendrine R. Kleinjan HI 4711

If Telephone Service is increasingly curtailed, send a post card immediately.

MAY METHODS MEETING

DATE: May 8 — 6:30 Promptly

PLACE: Business Branch, San Francisco Public Library
629 Russ Building

SUBJECT: Information Files and Subject Headings for Cataloging and Files

RESERVATIONS: If you are planning to attend, please phone Miss Phyllis Anderson, JU 7-8361, Local 366, by May 5. Miss Anderson will appreciate receiving any ideas for this meeting, or suggestions for future meetings.

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 April 1947 Number 7

MARCH MEETING

Twenty members of the University of California School of Librarianship were guests of the San Francisco Bay Region Chapter of SLA at the monthly meeting on March 20.

The meeting opened in the Assembly Room of the Standard Oil Company of California; Miss Anne Burnett, Vice-President, presided in the absence of President Mary Kathleen Moore.

Mrs. Dorothy Williams, a graduate of the University of California School of Librarianship, and at present Librarian at the Anglo California National Bank, spoke to members and guests on her experiences in special libraries, showing how the technique of special librarianship can be carried over from one type of organization to another. Mrs. Williams has served in an oil company, an investment house, an air line, an industrial relations institute, and a bank, having organized the libraries in four of the organizations. She told how it is often necessary - and advantageous - to develop a background about the company by starting out in the filing department, and than gradually organizing the library.

Mrs. Katherine Hansen, of the Program Committee, then showed the "Philadelphia Special Libraries Filmstrip", a series of still pictures on microfilm which showed the techniques and activities of a number of special libraries, including U.S. Department of Agriculture branches, the Philadelphia Electric Company, RCA-Victor, DuPont de Nemours, and the Hercules Powder Company. This film strip was prepared by the Liaison Committee of the Science-Technology Group, Philadelphia Special Libraries Council.

The meeting then adjourned to the Standard Oil Library, where members were free to examine the collection and cataloging system, while Mrs. Agnes Reinero, Employment Committee Chairman, discussed with the Library School students the employment situation. Mrs. Reinero read a letter from an employer, which gave a good outline of the qualifications expected, and discussed salary scales. She urged students to visit special libraries in this area as one of the best ways of finding out the systems and techniques which must be devised in a special library to meet unusual conditions and requirements, and urged regular reading of Special Libraries for a broader knowledge of the field covered. Mrs. Reinero stated that students, while very welcome to join SLA, were cordially invited to attend meetings if they were unable to become members.

SLA REGIONAL MEETING

Puget Sound Chapter is meeting to give a thorough examination of plans for the joint meeting of the Southern California, San Francisco Bay Region, and Puget Sound chapters of SLA, to be held in San Francisco July 2. Southern California Chapter expects about 25 to attend, and it is hoped that several SLA members from the East will be here.

Libraries which would like to be listed as having open house for visiting SLA members should contact Mrs. Margaret Rocq.

DUPLICATE EXCHANGE LIST

The Spring 1947 Duplicate Exchange List has just been issued. An unusually large list comprising 25 pages, it is available upon request from Miss Elizabeth Nutting, Shell Development Co., 100 Bush St., San Francisco (EX 5400, Local 299).

UNION LIST OF SERIALS WANTED

Mrs. Margaret Uridge, of the University of California Library, is very anxious to obtain both volumes of the Union List of Serials compiled by the San Francisco Chapter of SLA. Members who have copies they can spare should contact her, as both volumes are now out-of-print.

AMONG OURSELVES

Miss Thelma Hoffman, Shell Development Co. Librarian, is attending the meeting of the American Chemical Society in Atlantic City, April 13-18, and will read a paper entitled, "Techniques Employed in Making Literature Searches for a Patent Department" at a Joint Symposium on Preparation of Literature and Patent Surveys.

Miss Mary Kathleen Moore addressed the Zonta Club at their dinner meeting on March 18, and reports a great interest among these business women in special libraries.

NEW MEMBERS

Mrs. Mary Baker Gotzenberg, Librarian
Bureau of Public Administration
University of California
Berkeley 4 Act.

Miss Ione Holmes, Librarian
Pacific Area Office Library
American National Red Cross
61 Grove Street
San Francisco 1 Act.

Mrs. Hildegarde Millar, Librarian
Bureau of International Relations
University of California
Berkeley 4 Act.

Miss Elizabeth Martin
Reference Dept.
San Francisco State College
124 Buchanan Street
San Francisco Assoc.
(re-joined)

Mr. Thomas B. Murray
2327 Prince Street
Berkeley 5 Stu.

Mr. George Piternick
2221 Vine Street
Berkeley 7 Stu.

APRIL METHODS MEETING

"Publicity for the Special Library" was the topic of the third Methods Meeting, held in the Business Branch of the San Francisco Library on April 3.

"The aim of a good library public relations program is to achieve a mutual relationship of good will between the special library and the organization it serves, and to create a habit of regular service and intensive use of library resources by all members of the organization." (Strain, op. cit.)

With this definition well in mind, the various media for publicizing the library services were discussed, under the chairmanship of Miss Anne Burnett. Publicity methods such as reports, articles in newspapers, employee and company publications, bulletin boards, participation in technical societies, library publications, word-of-mouth advertising, etc., were discussed, and along with them applications in libraries reporting at the meeting. A collection of library publications (book and magazine lists, bibliographies, news summaries, abstracts and digests, etc.) were displayed, including those from the Standard Oil Company, Alameda Public Library, Lansing Library, Pan American Airways, San Francisco Public Library, and Pacific Gas & Electric Company.

Attractiveness and neatness in appearance of these publications, as well as the pertinence of their contents was emphasized and brought out by the displays; the advantage of accompanying reading lists with conventient request blanks was mentioned.

The bulletin board as a vehicle in advertising a library's wares was also discussed in connection with a display exhibited by the Business Branch, and the effective use made of it in the recreational library of the Metropolitan Life Insurance Company. The role of the librarian in becoming personally acquainted with her organization and its changing needs was believed to be an important channel for publicity. The librarian was urged to "circulate herself". Caution was urged in selling services beyond that which the library can provide.

* It was decided that a scrap-book of all sorts of library publicity, forms used for individual abstracts and book notices as well as regularly circulated
* material, be compiled. All libraries are requested to send such material to Miss Anne Burnett, IPR, 417 Market St., San Francisco 5; a compilation would
* be of great help to libraries planning such projects, as well as being valuable for exhibits.

A partial list of current literature on the subject includes:

Cole, Betty Joy: Evaluating library procedures and services, II. Methods of presenting information. Special Libraries, 34:486-8, Dec. 1943.
Frankenstein, Katharine D.: Library publicity. Special Libraries, 35:317-9, July-Aug. 1944.
Lemcke, Hildegarde: Publicity for the medical library. Special Libraries, 33:335-6, Nov. 1942.
Lewton, Lucy O.: Publicity for the special library. Special Libraries, 34:111-6, April 1943.
Loizeaux, Marie D.: Publicity primer. H.W.Wilson Co., 1945. 103p.
Strain, Paula M.: Public relations for special libraries. Special Libraries, 36:79-82, 105, March 1945.

HOPKINS TRANSPORTATION LIBRARY

The Hopkins Transportation Library of Stanford University is described in an article: "A West-coast transportation library", by Melvin C. Oathout and Jeannette M. Hitchcock in the March issue of Special Libraries.

MICROFILMING

Mr. Joseph Stearns, our member from Angwin, Calif., has recently installed complete Recordak equipment, and has kindly offered to share his facilities with SLA members. His equipment is portable, and he can make microfilm transparencies and positive prints of almost any size. Individual arrangements will have to be made with Mr. Stearns, at the Stearns Institute, at a discount of 25% off the regular commercial rates. This should be an excellent opportunity for libraries which wish to build up a file of microfilm, but have not yet been able to secure the necessary equipment.

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SPECIAL LIBRARIES ASSOCIATION

SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 May 1947 Number 8

MAY MEETING

DATE:	May 22, 1947	6:15 promptly
PLACE:	Marconi Restaurant 241 Pine Street San Francisco	Price: $1.70 (includes tax and tip)
PROGRAM:	ANNUAL BUSINESS MEETING ELECTION OF OFFICERS FINAL DISCUSSION OF PLANS FOR JOINT MEETING WITH SOUTHERN CALIFORNIA AND PUGET SOUND CHAPTERS. (Reservations for the Joint Meeting will be sold at the dinner)	
RESERVATIONS:	Please make your reservations by Tuesday May 20	
	San Francisco members may call: Mrs. Katherine Hansen	SU 7700 Local 164
	East Bay members may call: Mrs. Hendrine R. Kleinjan	HI 4711

THERE WILL BE NO METHODS MEETING IN JUNE

SLA DUES were payable in January. Members who are in arrears should mail their checks to Katherine Karpenstein, Secretary-Treasurer, at once.

"Putting Knowledge to Work"

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Volume 17 May 1947 Number 8

APRIL MEETING

Professor Robert A. Brady of the Economics Department of the University of California addressed Bay Region Special Librarians at the April meeting. Speaking after dinner at the College Women's Club in Berkeley, Dr. Brady divided the university's reading public into three groups: the general reader, including the undergraduate; the research worker in a narrow field; and the specialist needing broad background on fields related to his major interest.

The university, said Professor Brady, fails in its duties to the first group, because of the increasing number of undergraduates and the necessity of restricting stack privileges. He suggested special departmental libraries for students, where books, documents, periodicals, and other material on related subjects could be gathered together to encourage the student to discover the relationship between fields of knowlegde.

The research worker needs specialized libraries to collect and sift the tremendous amount of literature in each field. Abstract services now printed are inadequate because of their lack of qualitative evaluation. Specialization is one of the biggest problems facing university libraries, Dr. Brady said. Closer contact between the library and the faculty must be developed.

Praising the University of California Library's handling of its present problems, Professor Brady ranked librarians with teachers in the two professions dedicated to service without personal gain.

NOMINATION OF OFFICERS

The Nominating Committee of the San Francisco Bay Region Chapter presents the following nominations for officers for 1947-48:

President:
Mrs. Margaret D. Uridge
Head, Inter-Library Service Dept.
University of California
Berkeley, Calif.

Vice-President and Editor:
Miss Katherine Karpenstein
Standard Oil Co. of California
225 Bush St.,
San Francisco, Calif.

Secretary-Treasurer:
Miss Margaret F. MacKellar
Metropolitan Life Insurance Co.
600 Stockton St.
San Francisco, Calif.

Executive Board Member:
Miss Nellie G. Larson
U.S. Dept.of Agriculture Library
2287 Telegraph Ave., Rm. 317
Berkeley, Calif.

Miss Gertrude Searby, Chairman
Miss Signe Ruh Ottersen
Miss Elise Hoffman

ALA CONVENTION

The ALA Convention will be held in San Francisco from Monday, June 30, through Saturday, July 5. General sessions and many of the group meetings will be open to SLA members. See the June ALA Bulletin for schedule of events.

REPORTS OF OFFICERS AND COMMITTEES

REPORT OF THE PRESIDENT, 1946-47

At the end of a very busy and exciting year, it is interesting to review the outstanding events which made it so.

October was the month of the CLS-SLA Convention at Hotel Del Coronado; November, Mrs. Stebbins' long anticipated visit; January, the inauguration of the Methods Meetings, for which I wish I could receive credit; February was the month the plans for the Regional Meeting in July got underway. These were and are the events for which the year will long be remembered.

I wish to express my appreciation to each Board Member and to the Chairmen and members of the various committees for their invaluable advice and aid during my term of office; the success and progress of the year, from the CLA-SLA Convention at Hotel DelCoronado to the coming event of the Regional Meeting in July, have been made possible through the close cooperation and hard work of these members. We have all regretted that illness prevented the attendance of our Program Chairman, Miss Ellen Cornish, whose assistance I had relied upon, and to whom we wish to send greetings and a speedy recovery.

Mary Kathleen Moore

REPORT OF THE VICE-PRESIDENT AND EDITOR, 1946-47

The Vice-President's duties this year have included presiding at one meeting in the absence of the President, and the editing of the Bulletin.

Eight issues of the Bulletin have been compiled, and about 280 copies sent out monthly to members, prospective members, national and chapter officers, and guests at monthly meetings.

The cost has averaged slightly over $8.00 each month, including paper, stencils, and stamped envelopes. This is somewhat less than in previous years, as I have done the mimeographing myself.

The contents of each bulletin have included an announcement of the coming meeting, a summary of the previous meeting, notes on chapter and professional activities, write-ups of the Methods Meetings, and lists of new members. Only one feature article was run - a survey of special libraries in Honolulu - partly due to the increasing difficulty in obtaining new material of this nature, and partly to the large number of professional activities requiring publicity.

My thanks to Katherine Karpenstein for helping address envelopes.

Respectfully submitted,

Anne Burnett, Vice-President and Editor

REPORT OF THE SECRETARY-TREASURER, 1946-47

RECEIPTS

Balance in Wells Fargo Bank	July 31, 1946	$17.08	
Budget from N.Y. National	Aug. 20, 1946	66.60	
Budget from N.Y. National	Feb. 4, 1947	74.20	
			$157.88

DISBURSEMENTS

Bulletin (Envelopes, Stamps, Stencils, Paper)	$53.21	
Postage, Express, Wires	4.87	
Miscellaneous (Including speakers' dinners, Mrs. Stebbins' visit)	41.65	
Contribution to CLA Map of Book Resources of N.Calif.	30.00	
		$129.73

Balance in Wells Fargo Bank, May 1, 1947 $ 28.15

MEMBERSHIP

	Paid	Unpaid	Total
Institutional	8		8
Sustaining	1		1
Student	2		2
Active	94	18	112
Associate	54	10	64
			187

Respectfully submitted,

Katherine Karpenstein, Secretary-Treas.

REPORT OF THE PROGRAM COMMITTEE, 1946-47

Ellen Cornish began the year as Program Chairman, but because of illness was unable to complete the term. Her work was carried on by Kathleen Moore, Margaret MacKellar and Katherine Hansen. They are indebted to many others for generous assistance and constructive suggestions.

Meetings this year were largely concerned with the problems and programs of libraries and with the national and regional activities of the Special Libraries Assn.

September: Mr. John T. Wallace, promotion manager of the San Francisco Chronicle, spoke on the subject, "How an editorial comes about." Reports on the 1946 S.L.A. convention were received from Isabella Frost, Veronica Sexton, and Isolde Stoye. Dinner was served at El Jardin.

October: Several members gave accounts of the joint meeting with the Southern California Chapter in San Diego. A dinner meeting at Hellwig's Holland House.

November: Mrs. Kathleen Stebbins, Executive Secretary of the Special Libraries Assn., was speaker and guest of honor at the Claremont Hotel in Berkeley. A number of special guests from libraries in the Bay Region were present.

January: Mr. Lawrence J. Clarke, Librarian of the San Francisco Public Library, described current activities and plans of the library. A tour of the building followed.

February: Mr. J. M. Trickett, Dean of the School of Management, Golden Gate College, discussed the responsibility of the librarian in developing an informed management. A dinner meeting at Hellwig's Holland House.

March: A visit to the Standard Oil Co. of California library included the showing of a film strip on special library procedures. Dr. Danton and Mr. Merritt of the University of California School of Librarianship and members of the class in special librarianship were guests.

April: Dr. Robert Brady of the University of California Department of Economics spoke on the functions and value of a special library in a university. A dinner meeting at the College Women's Club in Berkeley.

Respectfully submitted,

Katherine Hansen, Acting Chairman

REPORT OF THE MEMBERSHIP COMMITTEE, 1946-47

During the year our Chapter has gained forty-eight members, of which sixteen are transfers from other chapters. We have lost twenty-three members during this period; this number includes eight of our members who have transferred into other chapters. We are ending our year with a net increase of twenty-five members.

The Association members have been very helpful in suggesting possible new members to the committee, and also in making contacts which resulted in memberships with no effort on our part.

Respectfully submitted,

Elise Hoffman, Chairman

REPORT OF THE DUPLICATE EXCHANGE COMMITTEE, 1946-47

Again this year it was possible to publish Fall and Spring issues of the Duplicate Exchange List. The Spring list was the longest one issued to date. The number of copies requested by members continues to increase; in fact it appears that copies are now reaching practically all of the libraries which could make use of them. In an attempt to find out how useful our lists are, and how they can be improved, we have asked contributors to the current list to let us know what they have been able to dispose of and what "wants" have been filled. Results of this survey are not available yet, but will no doubt be very helpful to next year's committee.

This last Fall a Duplicate Exchange "Corner" was arranged by the Duplicate Exchange Committee of the Southern California Chapter for the meeting of the California Library Association at Coronado. Copies of our Fall list were sent down and about fifty of them were distributed. In a further attempt to promote cooperation between the two chapters in this activity several dozen copies of our Spring List have been sent to the chairman of the Southern California committee, for distribution at their next meeting. It is hoped also that all three Pacific Coast chapters will be able to plan some sort of exchange center for the coming ALA convention here this summer, but no definite plans have been made to date.

Respectfully submitted,

Elizabeth Nutting, Chairman

REPORT OF THE PRESS RELATIONS COMMITTEE

During the year, publicity was sent each month to all leading Bay Area daily newspapers in San Francisco, Oakland, and Berkeley, and to the Wall Street Journal, Daily Commercial News, and Argonaut.

News items appeared in most of the papers that were contacted. The highlight of the year was the publicity that appeared in the East Bay papers regarding the dinner at the Hotel Claremont honoring Kathleen B. Stebbins.

Pending publication is an article which was mailed in April to the California Monthly, official publication of the California Alumni Association, University of California. The article deals with the activities of the San Francisco Bay Region Chapter, including the regular monthly meetings, the methods meetings, and the regional conference to be held in July.

Publicity will be sent to all Bay Area papers regarding the regional meeting, when final plans are annonnced.

The committee would like to thank all members who made suggestions regarding publicity.

Respectfully submitted,

Saima Swift, Chairman

REPORT OF THE HOSPITALITY COMMITTEE, 1946-47

During the fall semester the highlight of the work of the Hospitality Committee came when our Chapter arranged a special dinner meeting in November in honor of Mrs. Kathleen B. Stebbins, Executive Secretary of Special Libraries Ass'n. This meeting was held at the Claremont Hotel in Berkeley. At this time, we attempted to introduce by means of a receiving line the many guests and members to our Executive Secretary.

During the spring semester the Committee did its best to introduce new members and guests to the Chapter membership and tried to make them feel at home in the group. At the meeting held in March for the University of California Library School Students the Committee explained the many activities of the Special Libraries Association to the students.

The work of the Hospitality Committee will be climaxed at the coming social and business meetings for S.L.A. scheduled for Wednesday, July 2nd. in conjunction with the A.L.A. Convention which is being held in San Francisco. The business meetings will be held at the American Institute of Banking Headquarters, 58 Sutter St., S.F. The social function will include a buffet supper from 5:30 to 7 P.M. on July 2nd at the Whitcomb Hotel, 1231 Market St., S.F.

Respectfully submitted,

Dorothy Williams, Chairman

REPORT OF THE ARCHIVES COMMITTEE, 1946-47

The Archives Committee has met several times during the past year, and has made a good start in weeding out back files of organizational material, which is at present stored at Mechanics Library.

Considerable time was occupied in filling out questionnaires for the National Office concerning historical data on the San Francisco Chapter.

It is recommended that an Archives Committee be appointed in the forthcoming year to finish the project.

Respectfully submitted,

Margaret Hatch, in the absence of
Marjorie Madison, Chairman

REPORT OF THE UNION LIST COMMITTEE, 1946-47

The slips showing the periodical holdings of libraries which have contributed to the supplement of the "Union List of Serials in the San Francisco Bay Region" are now housed in the Business Branch of the San Francisco Public Library.

All changes in holdings received from contributing libraries have been filed.

Following the suggestion of last year's chairman, the Union List Committee hopes to have a meeting with the Executive Board of the San Francisco Bay Region Chapter and past committee members to consider the problem of compilation and publication of a new edition or supplement to the Union List.

Respectfully submitted,

Harriet Collopy, Chairman

REPORT OF THE METHODS COMMITTEE, 1946-47

A series of informal meetings was inaugurated in February, to provide for round-table discussions of special library problems.

Four meetings have been held at the Business Branch of the San Francisco Public Library, and the following topics discussed:

February: Staff Manuals. Margaret Rocq, chmn.
March: Recording Reference Services. Phyllis Anderson, chmn.
April: Publicity. Anne Burnett, chmn.
May: Information Files and Subject Headings. Phyllis Anderson, chmn.

An average of thirty-five have attended each meeting, and the committee believes there is sufficient interest to warrant their continuance in the coming year..

Respectfully submitted,

Phyllis Anderson, Chairman

REPORT OF THE EMPLOYMENT COMMITTEE, 1946-47

The Employment Committee calls attention to the real need for library promotic work in this area. Of the twenty-four calls from employers, only twelve positions were filled through S.L.A. (one public, two industrial, one service, two state, one private, and five university). Part were filing or substandard openings. There are fifty-two active applicants on file - thirty-two from librarians in the Bay Area - and seventeen unchecked since 1945-46. Of the sixty interviewed during the year, many wanted a change of field. Most of the out-of-state applications are from professional librarians who want to live here or who are returning servic librarians.

Respectfully submitted,

Agnes Reinero, Chairman

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 18, no.1 September-October, 1947

CYCLOTRON VISIT FOR FIRST MEETING

We know every member will want to come to the first meeting of the year; it will be a conducted tour of the University of California cyclotron, radiation laboratory and library, and Donner laboratory. Tours are only being conducted for selected groups on alternate Saturday mornings. The first available date being Saturday, October 11, the Executive Board voted to omit the September meeting in order that we might take advantage of this opportunity.

Mr. Andreyson of the Director's office will show us the radiation laboratory and cyclotron. Dr. Ellsworth Dougherty will tell us of some of the radioactive isotope experiments being conducted at Donner laboratory.

Those who cannot be there for the cyclotron tour may meet the group at 9:30 a.m. in front of Donner lab., just above the Hearst Mining Building.

DATE: October 11, 1947 - Saturday.
TIME: 8.15 a.m. promptly. No late-comers accepted.
PLACE: Assemble in front of Bowles Hall, men's dormitory. The Hall is situated on the hillside just north of the stadium.
HOW TO GET THERE FROM S.F.: Take the 7:07 a.m. F train. Then either:
1) Transfer at Alcatraz to #17 bus; get off at College & Durant, then walk across campus to Bowles; OR
2) Transfer at Bancroft & Shattuck to #6 bus on SE corner of Durant & Shattuck; get off at College & Durant, then walk across campus to Bowles.

Since the group must be limited to 75, those who wish to bring a guest may find that guest reservations may have to be cancelled if the quota is filled by members. Due notice of cancellations will be given in that case.

After the tours, the group will have lunch at 12 noon at the Hotel Durant, 2600 Durant, Berkeley. Price: $1.15 including tax and tip. You may make reservations for the lunch only, if you are not able to come for the tours. Miss Frost and Miss Holden will report on the national SLA convention which they attended in June in Chicago.

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YOUR RESERVATIONS MUST BE MAILED BY SEPT. 30. SEE THE ENCLOSED CARD.

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EXECUTIVE BOARD NEEDS YOUR OPINION ON MEETING DATES

When you start to wade through our record-breaking questionnaire on the enclosed card, you will note that in item 9 we are asking your permission to alternate the monthly chapter meetings between Wednesdays and Thursdays. The reason is that persons with previous commitments on either of these nights can still come to half of the meetings instead of to none. We hope you will answer this request in the affirmative.

CLA DISTRICTS INVITE SLA TO SANTA CRUZ MEETING

SLA members have been invited by the Golden Empire, Golden Gate and Yosemite Districts of the Calif. Lib. Ass'n to attend their Tri-District meeting on Oct.4-5 at Hotel Casa Del Rey, Santa Cruz. The Saturday afternoon session will be a general session, and the topic, "California Centennials." There will be a dinner meeting in the evening.

On Sunday afternoon our own Kathleen Moore has asked us to be her guests at a tea and lawn party from 3-5 at the home of Dr. Anna Gayton in Santa Cruz. If you can come to the party, please fill

in item 10 on the postal questionnaire.

For hotel reservations write to the Hotel Casa Del Rey, Santa Cruz. Rates: $4.50 to 5.00, single; $6.50 to 8.00 twin.

YOUR NEW PHONE NUMBER FOR DIRECTORY

Magaret MacKellar will soon issue a new membership directory. Because of the recent telephone number changes, we need your new phone number. Please enter it on our postal questionnaire. Also, if you have changed your address, please notify the secretary.

OFFICERS ELECTED AT MAY MEETING

The annual business meeting was held May 22 at the Marconi Restaurant. Final plans for the program for the July 2 Pacific Coast Regional Meeting were outlined by Miss Margaret Hatch and Mrs. Margaret Rocq. The Nominating Committee report was presented by Miss Gertrude Scarby.

The following officers were elected for 1947-48:

President, Margaret D. Uridge, Univ. of Calif. Library.

Vice president & editor, Katherine Karpenstein, Standard Oil Library.

Secretary-treasurer, Margaret MacKellar, Metropolitan Life Ins. Co.Lib.

Executive board member, Nellie Larson, U.S. Dept. of Agriculture Library, Berkeley.

Mrs. Margaret Rocq was elected official chapter delegate to the national SLA convention in Chicago, June 10-13.

The chapter was honored by the presence of Miss Agnes Hanson, president of the Cleveland chapter.

METHODS MEETINGS PROGRAMS ANNOUNCED

Phyllis Anderson will again head the committee, which has already organized the program for the first half of the year. Postal cards have been sent to members announcing the Sept. 17 meeting on "Personnel Relations". The subjects of subsequent programs will be:

October 16, 1947 - "Ordering Publications: Sources (U.S. and Foreign), Procedures, Discounts, Forms Used, etc." Mary L. Waller and Mrs. Betsy Williams, co-chairmen. Place: S.F. Public Library Business Branch, 629 Russ Bldg. Reservations for Oct.16 meeting: Phone Phyllis Anderson, JU 7-8361, ext. 366, by October 10.

November meeting. Date and place to be announced. Subject: "Job Evaluation."

December meeting. Date and place to be announced. Subject: "Dissemination of Materials: A Symposium."

Members of the Methods Committee are Phyllis Anderson, Pan American Airways, ch.; Mary Elsie Caruso, Vet. Adm. Hospital, Fort Miley; Ethelreda Davis, Alameda Free Library; Mary L. Waller, Standard Oil Lib.; Betsy Williams, Lansing Library.

CHAPTER WILL EXHIBIT LIBRARY AND SLA MATERIALS AT CHEMICAL EXPOSITION

The Chapter will reach a large audience through an exhibit which it is organizing for the Pacific Chemical Exposition, Oct. 21-25 at the S.F. Civic Auditorium. This ambitious undertaking will be modelled after the Chicago exhibit displayed last year under the able leadership of Mrs.Maude Hinson. We are happy that Mrs.Hinson is now in San Francisco and will serve as adviser to our Committee, which is headed by Elise Hoffman. Although we hope to have available the materials used in the Chicago exhibit, much of it will be provided by our own libraries.

Miss Thelma Hoffman will be in charge of the microfilm exhibit; Mrs. Margaret Rocq of company services and indexes; Mrs. Frances Jenkins of Reference materials; Mr. Arthur Johnson of patents; Mrs. Agnes Reinero and Mrs. Dorothy Thomas of SLA promotional materials, and Miss Ruth Wingfield of organization charts.

You may be called on to supply sample publications of your library, and to help man the exhibit during the Exposition. We hope all who are asked to participate will be able to do so. This will be excellent publicity because it will be seen by a large group of scientists and technical men who use and need library service.

NEW MEMBERS ARE WELCOMED TO THE CHAPTER

The San Francisco Bay Region Chapter extends a most cordial welcome to the following new members:

Miss Mary Elsie Caruso, Medical lib., Veterans. Adm. Hospital, Ft.Miley, 52d Ave. & Clement, S.F. Active
Mrs. Alta M. Kirkland, Lib'n, Southern Pac. Co., 65 Market, S.F. Active
Miss Elizabeth A.Bascom, Staff Commander Marianas, Box 16, %Fleet P.O., S.F. (Transfer from Puget Sound) Active
Miss Marion G. Brown, Army lib'n, PHILRYCOM, A&R Div., APO 707, % P.M., S.F. (Transfer from Illinois) Active
Miss Eugenia Ironside, Shell Oil lib., 100 Bush, S.F. Active
Mrs. Susan Brady, Lib'n, Homemakers Bur., 256 Sutter, P.O. Box 3191, S.F. Active
Miss Louise L. Wadsworth, Res. Dept., Collett-Week-Nibecker, Inc., 125 S. Linden Ave., South S.F. Active
Mrs. Miram S. Horn, 65 Rae Ave., S.F. Active
Miss Dorothy E. Nieman, Vet. Adm. lib., 180 New Montgomery, S.F. Active
Miss Margery MacBeath, Lib'n, Calif. State Chamber of Commerce, 350 Bush St., S.F. Active
Mrs. Eva M. McCauley, 501 Cutting, Richmond. (Transfer from Puget Sound) Assoc.
Miss Caroline Martin, Oregon State College Lib., Corvallis. Active
Miss Ruth Ogilvie, Lib'n, War Assets Adm., 30 Van Ness, S.F. Assoc.
MissMarie Sullivan, Standard Oil Lib., P.O. Box 3495, S.F. Assoc.
Miss Mary L. Waller, Standard Oil Lib., P.O. Box 3495, S.F. Assoc.
Miss Sylvia Marrich, Research Analyst, Calif. State Nurses' Ass'n, 111 O'Farrell St., S.F. Active
Edith C. Nielsen (Mrs. Arne A.), Lib'n, Morrison, Hohfeld, Foerster, Shuman, & Clark, 1110 Crocker Bldg., S.F. Active

We are glad to see so many joining as Active members.

AMONG OURSELVES

Mrs. Frances Briggs Jenkins, a graduate of this year's class in the Univ. of California School of Librarianship, has been appointed head of the newly organized Science Reference Service in the main library of the University.

Mr. Thomas Murray, also a recent UC School of Librarianship graduate, is stack supervisor in the Loan Dept. of the Univ. Library. He will also teach a section in English A at the University.

Anne Burnett left September 6 for a month's travel in the East. We are pleased that she has been appointed representative of SLA at the United Nations, replacing Miss Cavanaugh, who will be unable to attend the meetings. Anne will give us a report of her trip and of the UN meeting.

Two other New York vacationers are Phyllis Anderson of Pan American and Mary L. Waller of Standard Oil.

CLASSIFICATION SCHEMES AND SUBJECT HEADING LISTS REQUESTED BY SLA

A Supplementary List of the publication "Classification Schemes and Subject Heading Lists Loan Collection of SLA", published in May, 1945, will be issued by the Classification Committee of the SLA. Any members who have new ones compiled since that date, are requested to send them to Special Libraries Association, 31 East 10th St., N.Y. 3, % Classification Committee. Deadline - January 1, 1948.

BAY AREA UNION LISTS -- HAVE YOU ANY DUPLICATES TO SELL?

We have two requests for the out-of-print Bay Area Libraries Union List. If you have a duplicate copy to dispose of, please notify the editor. The Univ. of California Library and W.A. Swets, Book dealer of New York, are both looking for copies.

JULY MEETING PROCEEDINGS TO BE MAILED TO REGISTRANTS AND ACTIVE MEMBERS

Sometime this month all registrants at the Pacific Coast Regional Meeting of SLA, held in S.F. on July 2, and all other active members of the S.F. Bay

Region chapter, will receive copies of the mimeographed Proceedings of the meeting. Some additional copies will be run off, and associate members who did not attend the meeting and would like a copy may write to the editor for one, enclosing 10¢ to help pay for mailing and mimeographing costs.

The Proceedings number will take the place of one issue of the Chapter Bulletin. Because of the July meeting, and because of the date of the visit to the cyclotron, the September Chapter meeting is being omitted this year, making it possible to combine the Sept.-Oct. Bulletins.

Miss Moore has received from Mrs. Strieby, national SLA president and one of the speakers at the July meeting, the following note of thanks to the chapter: "I am so glad I was able to come to San Francisco and to know your attractive, capable, and vigorous group of SLA members. I hope you and many more members will start at once to plan on being in Washington next June so our other members can get to know you."

A WORD ON THE 1948 CONVENTION

A this seems a good opportunity to remind you that next year's national convention will be in Washington, D.C., at the Hotel Statler, from June 6 to 12. Remember this when planning next year's vacation.

PLEASE SEND SLA NEWSPAPER STORIES TO PRESS RELATIONS COMMITTEE

Miss Saima Swift, chairman of the Press Relations Committee, who will serve as chairman again this year, asks all members please to send her a copy of any newspaper, magazine, or trade journal stories on SLA which they see.

Miss Swift sees the Oakland papers, but not those in Berkeley and San Francisco, nor trade papers, particularly the "Daily Commercial News"; also the "Argonaut."

A special scrapbook is being prepared for the Chemical Exposition exhibit, and we want as complete coverage as possible. The scrapbook, of course, will be kept up to date, so remember throughout the year that the Committee can use any clippings.

REMEMBER: WE NEED YOUR NEW TELEPHONE NO.; SEND IN THE ENCLOSED POSTAL BY SEPT. 30.

COMMITTEE APPOINTMENTS

We had hoped to have space to list all new committee memberships this month, but we have room for only a few. The remainder will be listed next month.

PRESS RELATIONS COMMITTEE

Miss Saima Swift, Henry J. Kaiser Co., Ch.
Mrs. Emma G. West, McCann-Erickson
Miss Anne Burnett, World Affairs Council

UNION LIST COMMITTEE

Miss Hariett Collopy, S.F.P.L.Bus.Br., Ch.
Mrs. Margaret Rocq, Standard Oil Lib.

MEMBERSHIP COMMITTEE

Miss Elizabeth Holden, Fed.Res.Bk., Ch.
Miss Doris Lanctot, P.G. & E.
Miss Gertrude Searby, U.S.Bur. of For. & Dom. Com.
Miss Herberta Faithorn, Univ. of Calif.

REMEMBER: For reservations for the next meeting, for the CLA Dist.-SLA Santa Cruz lawn party, for the plan to alternate meetings, and for YOUR NEW PHONE NUMBER, fill in and mail the enclosed post card by Sept. 30.
We cannot take late reservations for the tour.

San Francisco Bay Region Chapter Officers & Committees

President
Mrs. Margaret Uridge
Univ. of Cal. Lib.
Berk.4 ASH.3-6000 ext. 400

Vice-Pres. & Editor
Miss Katherine Karpenstein
Standard Oil Lib. S.F. 20
SU. 1-7700 ext. 164

Secretary-Treasurer
Miss Margaret MacKellar
Metropolitan Life Ins. Co.
S.F. 8 DO. 2-7000

Executive Board Member
Miss Nellie Larson
U.S. Dept. of Agric. Lib.
Berk. 4 ASH. 3-8310

Archives Committee
Mrs. Marjorie Madison
Standard Oil Co., S.F. 20
SU. 1-7700

Duplicate Exch. Committee
Miss Elizabeth Nutting
Shell Dev. Co., S.F. 6
EX. 2-5400 ext. 299

Employment Committee
Mrs. Katherine Hansen
Standard Oil Lib., S.F. 20
SU. 1-7700 ext. 287

Hospitality Committee
Miss Alba Eldredge
U.C. Dental Lib., S.F. 22
MO. 4-3600

Membership Committee
Miss Betty Holden
Fed. Res. Bank, S.F. 20
SU. 1-8420 ext. 98

Methods Committee
Miss Phyllis Anderson
Pan American Airways, So. S.
JU. 7-8361 ext. 366

Press Relations Committee
Miss Saima Swift
Henry J.Kaiser Co.,Oakland 12.
TW. 3-4600

Program Committee
Mrs. Dorothy Thomas
Paraffine Co., Emeryville 8
OL. 2-8400 ext. 866

Union List Committee
Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
EX. 2-3075

San Francisco Bay Region Chapter Bulletin
welcomes your contributions and comments.
Write or call the editor or her assistants.

SAN FRANCISCO
BAY REGION CHAPTER

BULLETIN

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol.18, no.2 Proceedings Number September, 1947

PROCEEDINGS OF THE PACIFIC COAST REGIONAL MEETING
San Francisco, July 2,1947

One hundred and thirty-five members of the Southern California, Puget Sound and San Francisco Bay Region chapters of SLA attended, at the American Institute of Banking in San Francisco on July 2, 1947, the first joint regional meeting for the Pacific Coast.

The meeting was held during the national ALA convention, and the chapters were happy to welcome SLA members attending the convention from Louisiana, Montana, Washington,D.C., Illinois, Oregon, Indiana, Delaware, and New York. The chapters were particularly fortunate in that Mrs. Irene Strieby, the new national SLA president, and Miss Lura Shorb, chairman of the national Publications Governing Committee, were able to be present and to address the meeting.

A letter of greeting from the Hawaii Library Association Reference Section was received, and it follows:

> "We do not have a Special Libraries group in Honolulu, but the Reference section of the Hawaii Library Association includes the special librarians... We are enthusiastic about organizing a Special Libraries group here... Perhaps this next year the Reference Section can foster the idea and in the following year we might try organizing.
>
> "The Reference Section ... extends their greetings to the 1947 Special Libraries Conference of Pacific Coast Chapters and we sincerely hope that next years conference will have a representative from Hawaii."

The theme of the meeting was "SLA Regional Cooperation -- How It Can Benefit Our Special Libraries." Miss Mary Kathleen Moore, immediate past president of the San Francisco Bay Region chapter, opened the morning meeting with a short address of welcome. Miss Katherine Laich, president of the Southern California chapter, presided. The meeting adjourned at 12:30 for informal group luncheons. Mrs. Margaret Uridge, president of the S.F. Bay Region chapter presided at the afternoon meeting. At four-thirty the meeting adourned and reconvened for a buffet supper at the Whitcomb Hotel. The papers presented at the meeting follow.

PUBLICATION - NATIONAL AND CHAPTER COOPERATION

Miss Lura Shorb, Chairman,
Publications Governing Comm., SLA

The main functions of the Publications Committee are to evaluate ideas for publication in the early stages, and screen out those which appear to have no permanent worth or sales value, to edit the manuscripts and to make recommendations to the Executive Board for publication. It is also the job of this committee to evaluate group and chapter projects and decide if they are merely of local or limited interest, or if they should be undertaken by the whole Association.

About a year ago the committee was enlarged to include the editors of"Special Libraries" and "Technical Book Review Index." Thus the committee can draw on the experience of Miss Mitchill and Mrs. Fertig.

Chapters usually take full responsibility for publishing membership lists and directories. These are of local interest and go out of date quickly. They need not be cleared through our committee but the chairman is most appreciative when a notice is sent to advise of the start of a project and its completion date. Don't depend on the chapter bulletins to supply this information. I don't always read them promptly or in a place where it is easy to make notes.

The Committee has lots of problems which have increased in the past few years with paper shortages, high printing costs and the growth of our Association. We have no funds. If you need an advance for the final typing of a manuscript which has had tentative approval, let the chairman know and she will make a recommendation to the Board. Don't wire for $50.00 to be forwarded at once, as one person did last spring.

Another problem is to set a price which will keep the publication out of the red, be reasonable enough to permit those who need it to buy it and provide nearly 500 institutional members with free copies. Thus, if an edition of 1000 copies is printed and half are given away, the other half has to sell for enough to pay all publication costs.

The "Union List of Serials in Technical Libraries" will be out about Aug. 1. It has been photolithoprinted and will have a paper cover, but it still has to sell for $6.00 because it is a small edition and printing costs are high.

Another publication scheduled for presentation to the Board in the fall is the "List of Subject Headings in Aeronautical Libraries." This will be of especial interest to many persons on the West Coast because half of the list was done here and Mr. Stanley McElderry, chairman of the West Coast Committee, will integrate the work of both committees and edit the list.

One function of the Publications Committee which has not been exercised much is to recommend that publications be undertaken. If you have need for a new reference work or feel that an old tool should be revised, please let me know. I have a full time job in a chemical library and little knowledge of the needs of persons working in other subject fields, or time to investigate them.

COOPERATION AMONG INDUSTRIAL RELATIONS LIBRARIES

John E. Smith, Librarian, Institute of Industrial Relations, University of California, Los Angeles

Of all the perplexing and terrible problems besetting the world today, certainly not the greatest is the problem of harmonious employment relations, nor can it by any means be called the least. Upon a successful answer to the difficulties presented depend the morale, health and welfare of the millions who feed, clothe and house themselves and their families from their wages and salaries. The objective of bringing order from existing chaos in the employment relationship is challenging the talents of men in government, trade unions and industry. The problems involved in reducing economic waste, displacement and disorganization in labor-management relations present a fruitful field for more research, for literature on a more penetrating plane than heretofore, and for indoctrination and education -- not alone among the principals involved but among the so-called general public.

It is not to be thought that the objective can ever be order for the sake of order -- or the avoidance of strikes for the sake of avoidance of strikes. The shackling of manpower has never proved workable or tolerable. The experts today are striving for a far greater thing: better understanding. Understanding the interests and needs of one's adversary is a first step toward resolving conflict. Understanding one's own long-run best interests is attainment of maturity. The reduction of the time-lag between what we know how to do and what we are habitually doing because of tradition is one of the goals toward which the academic world, with its research, publications and libraries, can assist those who ask for help.

The formation of industrial relations sections in universities was begun in 1922 at Princeton. There has been a recent mushrooming of such bodies, and the following universities now have established research units under a variety of names; the list which follows includes those sections which are part of the national cooperative program, and it is not to be inferred that academic programs in this field are nonexistent elsewhere.

Cal. Inst. of Tech.,Ind. Rel. Sec.
Univ. of Cal. (Berk. & L.A.) Inst. of Ind. Rel.
Univ. of Chic., Ind. Rel. Center.
Cornell Univ., N.Y. State School of Ind. & Labor Rel.
Univ. of Denver, Bur. of Ind. Rel.
Univ. of Ill., Inst. of Labor & Ind. Rel.
Mass.Inst. of Tech.,Ind. Rel. Sec.
Univ. of Mich., Bur. of Ind. Rel.
Univ. of Minn., Ind. Rel. Center
Ohio State Univ., Personnel Res. Bd.
Princeton Univ., Ind. Rel. Sec.
Queen's Univ., Kingston, Ontario, Dept. of Ind. Rel.
Stanford Univ., Div. of Ind. Rel.
Univ. of Wash., Inst. of Labor Econ.
Wayne Univ., Inst. of Ind. Rel.
Univ. of Wis., Committee on Ind. Rel.
Yale Univ., Labor & Mgt Center

The activities of these units are generally divided into four parts: research and publication, adult education, university instruction, and library services. The public or private nature of the institution naturally determines to a large extent such matters as budget, personnel and clientele. Research is undertaken over a wide range of subjects; labor economics, employment management, trade union problems, industrial arbitration and labor law are a few of the broader categories into which research falls.

In the field of adult education the conference plan is employed by many of the units. Annual conferences, one-day to two-week institutes, or informal discussion groups among management and labor leaders have been successfully and widely employed. Classes are being added to Extension curricula which will attract stewards, foremen and others who must face grievance problems, use collective bargaining techniques, and administer contracts and arbitration awards.

Courses are being added to the University curriculum, too, to train the future leaders of labor, industry and government. The popularity of these subjects testifies to a seriousness of purpose among students today which may be the brightest spot in the whole picture.

Libraries specializing in the field have been developed in many of the centers. Aside from the formidable task of acquiring and making available the texts, serials, documents and ephemera appropriate to the research activities of the particular unit, the librarian is often charged with answering references questions of students on the graduate and undergraduate levels, and providing materials and information for management and labor groups within the particular industrial community in which the school finds itself. The bulk of the material is paperbound and the vertical files is, perhaps, the most important equipment.

The story of how these various centers across the country have rapidly developed machinery for intercooperation evidences two notable things: the need for integration of work which industrial relations presents and the perspicacity of the administrators. At conferences among the Directors held   in 1945, 1946 and 1947, the original plans were developed; today a full program is in operation which will essay to integrate research programs, resources, and divide the responsibility for certain subject fields among the cooperating units. The Directors have so far pledged their units to five specific programs of copperative effort; namely, exchange of publications, interchange of mailing lists, circulation of duplicate-lists, circulation of bibliographies and exchange of information on research projects.

At a meeting of industrial relations librarians at the University of Chicago in June, certain other projects were discussed and action taken on several proposals. Princeton University has assumed responsibility for preliminary work in developing a numerical classification scheme. The University of Illinois will receive, mimeograph and distribute bibliographies which the centers compile from time to time as research and reference questions are worked on. Cooperative microfilm projects are under discussion; the "master collection" of labor contracts housed at the Bureau of Labor Statistics may prove available for microfilming, and costs will be materially reduced if a large number of subscribers split the charges. There has been some discussion, too, of microfilming the collection of labor journals at the Dept. of Labor Library or at Johns Hopkins University. The problem of the commercial labor services and their high costs is one which each section has had to contend with, and some attempt at evaluation of their differences is being made. Finally, a union list of trade union journals would appear to be a sine qua non for the research personnel and librarians. The University of California (Berkeley and Los Angeles) has agreed to take the first steps toward its compilation. The accomplishments of this meeting were such that a resolution to meet annually was unanimously passed.

There is another chapter to the story of cooperation which in some ways may be even more important locally. Units on the Pacific Coast have felt that even closer regional agreements can be devised, and some efforts have been made in this direction through the work of the Labor Market Subcommittee of the Social Science Research Council, Pacific Coast Regional Chapter. For instance the University of Washington, University of California, Stanford University, California Institute of Technology and University of California at Los Angeles, as well as the California State Dept. of Industrial Relations, are parties to a cooperative plan which amplifies and refines the national program. There is general agreement on the type of materials to be collected. Labor contracts, journals, constitutions, convention proceedings, arbitration awards, union research materials, and company and employer association documents of a similar nature are to be handled by each of the units.

To avoid duplication of effort and insure that the sources not be alienated by a flood of requests for the same materials (which are often printed for very limited distribution), it is proposed to work out geographic and subject responsibility in some detail. Thus, UCLA is regionally responsible for Arizona materials, Berkeley for Hawaii, Washington for Alaska, and so forth. Caltech and Stanford concentrate on house organs, Berkeley on arbitration awards, and UCLA on foreign labor journals. Final determination of subject responsibility -- by a breakdown of industries and trade unions -- may lead to a redistribution of materials already collected, as well as chart the future acquisitions program of each. Detailed descriptions of the constitution, staff, research program, and future plans of each of the units have been interchanged among the units.

These experiments in cooperation are, I think, not merely an expedient to fill a need of the moment, but a significant and exciting example for special libraries of many types. When the small library can develop close, cooperative relationships with similar libraries it is more useful to its users and more secure in its position.

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Following Mr. Smith's paper, Miss Margaret Cressaty, librarian of the Haynes Foundation, Los Angeles, took the chair to preside over a symposium on "Selection and Sources of Material in Special Subject Fields." Each presentation was accompanied by a mimeographed list of book titles in the respective fields. Since the lists were distributed at the meeting, they will not be reproduced here. The four discussions comprising the symposium follow.

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BOOK SELECTION GUIDES FOR BUSINESS AND INDUSTRY

Emily Ethell, Head of Business Reference, U.S. Dept. of Commerce Regional Office, Seattle

The Dept. of Commerce exists to be of service to business and industry. Its function is to aid -- not regulate business. Its libraries are one of the means which it uses to accomplish its aim by making available to the business public, to students, and to the Dept. personnel the basic information which they need -- be it for a term paper, the planning of a national advertising campaign, or materials for an economic report.

The Dept. consists of the following major divisions: Bureau of Foreign and Domestic Commerce; Bureau of the Census; Office of Technical Services; Civil Aeronautics Administration; National Bureau of Standards; Patent Office; Coast and Geodetic Survey; Weather Bureau.

Under the direction of the Office of Field Operations the services of the first three of these agencies are brought within easy reach of business men throughout the country through the Regional and District Offices located in various sections of the country. This program has been somewhat curtailed because of the recent appropriation cut, but for the Pacific Coast there remain the Regional Office here in San Francisco and District Offices in Los Angeles, Portland, and Seattle.

Since our chief source of information is our own publications, our libraries consist principally of them, supplemented by the publications of related government agencies and trade publications which, while not exactly official, have definite use. Unfortunately for librarians most of our most useful documents are pamphlets and leaflets which are rather inadequately indexed for quick reference. Some of the processed material is not even included in the bibliographies from which publications are usually selected, and we continually find individuals who are not aware of the great range of free and inexpensive material which they might have for the asking.

For this reason I should like to call to your attention the most useful of the series and a few individual publications. There are far too many to give all the specific titles, but I shall mention some which we find most valuable in our library, as well as some of the trade publications which we use.

General

Of those which are general in scope probably the most useful and well known is the Census Bureau's "Statistical Abstract" with its bibliography of sources, and its "Cities Supplement." "County Basic Data", compilations of all statistics at the county level for each state begun by the Bureau of Foreign and Domestic Commerce and completed and published by the "Farm Journal", and the Bureau's "Metropolitan District Basic Data Sheets" give additional statistics for the smaller divisions. For bibliographies giving both governmental and nongovernmental publications on a wide variety of subjects the "Basic Information Sources" numbers of the "Inquiry Reference Service" are invaluable. In Seattle we were particularly glad to see the one on Alaska which was issued recently.

We receive a very adequate number of business, trade and economic analysis magazines besides our own, "Business Week" and "Sales Management", particularly the "Annual Survey of Buying Power" number, and the local and New York financial newspapers.

Business and Industry

Within the Bureau of Foreign and Domestic Commerce, the Office of Domestic Commerce, the Office of Small Business, and the Office of Business Economics are particularly concerned with the promotion of good business conditions and full employment through direct contacts and by means of publications.

The Office of Domestic Commerce publishes an attractive illustrated magazine "Domestic Commerce" which contains timely articles on business trends, developments in marketing and sales possibilities in various fields. Of interest to librarians is the bibliography of current government and trade publications which it includes. It also publishes "Industry Reports" in which the latest economic and statistical information concerning the following industries is assembled and analyzed: Chemical and Drugs; Fats and Oils; Sugar - Molasses and Confectionery; Coffee, Tea, and Spices; Leather; Pulp and Paper; Lumber; Canned Fruits and Vegetables; Domestic transportation; Construction and Construction Materials. Until very recently these were distributed free, but now most of them have been put on a nominal subscription basis.

Because of the fact that 93% of the nation's business establishments fall into the category of "Small Business", too small to maintain research departments and economic analysts, the Dept. of Commerce has made a special effort to supply information which would help such business enterprises. The Office of Small Business is responsible for the popular "Establishing and Operating Series", manuals of basic procedure for the successful management of forty types of business such as grocery stores, restaurants, automobile repair, and real estate and insurance brokerage business. They have been well received by veterans and other beginners and by established businessmen as well, but they can't compete in popularity with our "Small Business Aids", a series of one and two page abstracts, many of which have been developed by actual case studies by the field offices, and which give usable suggestions on a wide variety of subjects. About 250 have been issued since the first of the year and still they come -- and go out about as fast. "Standard Operating Ratios" on thirty types of retail business appear as part of the "Inquiry Reference Service." These indicate what per cent of sales should properly be spent for various expenses. These, the Business Reference Librarian at the Seattle Public Library tells us, are in particular demand around income tax time. A useful bibliography in this field is "Information Sources for Small Business", published by the Ohio State University Bureau of Business Research.

For a scientific and authoritative analysis of business trends, the Office of Business Economics publishes a monthly magazine "Survey of Current Business", a combination of feature articles and a month-to-month compilation of economic statistics. The Field Offices also issue regional surveys of business conditions made periodically by the Dept's Regional Economists. The "Federal Reserve Bulltin" and the "Monthly Review" of the Federal Reserve Bank of San Francisco are important supplementary information in this field.

The statistical basis upon which business depends to a surprising degree is furnished by the Bureau of the Census. The 1940 reports of the "Census of Business" and the "Census of Manufactures", particularly the reprints for individual states are in constant demand. For current information on production, retail and wholesale markets, etc., of a wide list of products, the Bureau periodically publishes "Facts for Industry" and trade reports, namely "Monthly Retail Trade Reports" (regional), "Annual Retail Trade Reports","Monthly Service Trade Reports", and "Whdesalers' Sales, Inventories and Credits." It has recently initiated a new series on trends in various trades -- "Trends in the Drug Trade", etc.

The Bureau of Labor Statistics provides the invaluable monthly "Consumer's Price Index" (the former "Cost of Living Index"), which shows how prices have changed since 1935-39 on various products and in various cities. Its "Monthly Labor Report" and monthly publication "Construction" are also part of our statistical equipment. For obvious reasons the Department cannot recommend specific American firms, but it does provide "Thomas' Register", Sweet's files, trade directories, and telephone books for names and addresses.

Since a large proportion of the inquiries which come to an office are of a regional nature, local publications are used to supplement our own -- in our section, "Pacific Northwest Industry", published by the Bureau of Business Research of the University of Washington, and "Seattle Business", the weekly organ of the Seattle Chamber of Commerce.

International Trade

There is widespread interest just now in the promotion of world trade as a part of our national economy. In our office, located as it is in one of the major ports of the Pacific Coast, the representatives of the Bureau's Office of International Trade are an important and busy part of the organization. "Foreign Commerce Weekly" with its feature articles, up-to-the-minute news on both commodities and countries, export controls, tariff changes, etc., is a must for foreign traders! The "Industrial Reference Service" giving information necessary for marketing very specific products in localities where there is a demand for them, is issued in periodic reports under twelve general classifications. These may be subscribed for or purchased separately. To give you an idea of how specialized they are, a recent one was entitled "Markets for Poker Chips and Racks in China, Mexico, and Panama." "International Reference Service" is similar in makeup but the trade information which it givesis usually related to a particular country. "Trade Lists" giving actual names and addresses of firms engaged in classified trades all over the world are semiconfidential in that they are not for public use, but must be purchased by the company or individual wishing to establish trade relations abroad. For library use, "Kelly's Directory", and "Shippers of the World" provide similar information.

With the end of the war many are entering the field of foreign trade for the first time, and to them we recommend "Export and Import Practice" as a manual. Many visitors come to the office to consult the Census Bureau's "Foreign Commerce and Navigation of the U.S.", and its "Monthly Summary." By means of the statistics on past and present imports and exports, they can estimate the most likely future markets for their products. In order to be of the greatest service to a business where conditions change rapidly, each office sends its own weekly "World Trade News", giving news items, trade opportunities, new publications, etc. to anyone interested in requesting it.

Of the nongovernmental publications, the "Exporters Encyclopedia" is by far the most necessary to this department for its information on foreign trade in various countries.. Foreign telephone directories are also frequently consulted.

The Office of Technical Services

The status of the Office of Technical Services is still undecided. Many business men tell us that they feel that it will be a great loss to industry if OTS' work in making available the technical secrets uncovered in Germany and Japan and our own technological wartime progress is curtailed by lack of funds. The list of reports which it has available is published weekly in its annotated "Bibliography of Scientific and Industrial Reports" which may be subscribed for at the rate of $10 a year. The reports may also be selected from the quarterly indexes which may be purchased separately. The Office also encourages inventive genius in this country by appraisals of inventions and suggestions for marketing them. Its "Inventor's Guide" is the handbook which explains the procedure used in launching an invention. The OTS works closely with the Patent Office and with the Justice Department's Office of Alien Property in making available to anyone who wishes to buy them, the patents seized from enemy countries during the war.

Population

Population figures interest a great many people. One of the questions which comes to our office most frequently is "What is the population of Seattle?" Of course the last official and complete count was the 1940 "Census of Population" and the closely allied "Census of Housing." But since those were taken, a great many people have moved to the Pacific Coast and business and industry are interested in knowing how many and where & how they live before making plans for establishing new ventures or expanding old ones. One economy-minded Congressman is said to have suggested, "Let 'em use the World Almanac", but the Census Bureau is nevertheless trying to supply the need for reliable figures. In California you are fortunate in having "Special Censuses" made by the Bureau at local expense for most of your cities and towns. The one which we are waiting for is the one known as the "Miniature Census." Sample figures on the migration, age, sex, size and type of families, and employment were taken in April for thirty-five representative metropolitan areas over the country and the releases should begin to appear very soon. The housing problem has received attention in the form of special reports and in "Veterans' Housing and Occupance Surveys." Five or six have been done for Washington and have been used for ammunition by the American Legion and the real estate men in their veterans' housing campaign. There are numerous other series of Census publications which I shall not attempt to enumerate.

Economic Resources

Being an agricultural state as well as a lumber and fisheries region, we make considerable use of the "1945 Census of Agriculture." It has recently appeared in volumes by states and gives statistics of the number of farms, crops, electrification of farms, etc. by counties. Washington and Oregon are in one volume and California has one to itself. For concise statistics of the country, we also use the Department of Agriculture's annual "Agricultural Statistics."

The "1940 Census of Mineral Industries" and the "Minerals Yearbook" of the Bureau of Mines are our chief sources of information on our mineral resources.

How to Obtain Documents

The Chairman asked me to suggest ways of getting documents in the shortest time. Our patrons tell us that the quickest and most satisfactory way is to request or order them from the nearest Field Office. We have many in stock for sale or free distribution and we make every effort to get them from Washington speedily. If the need is urgent we send for them by air mail or even by teletype. To know what the recent publications are, subscribe for the "Business Service Check List", a weekly guide listing all Commerce Dept. publications. Also be sure to ask to be put on the mailing list to receive the "Bulletin of Commerce", issued by each Field Office, which will list many of the current publications which are locally stocked. The "List of Available Publications of the Dept. of Commerce, Jan. 1944", and the Supt. of Documents' Price List 62, "Commerce and Manufactures", are guides to the older publications. The Census Bureau has the most complete system of listing its publications. It publishes a "Catalog of Current Census Publications", 1946, a "Catalog of 16th Decennial Census Publications", a "List of Publications Issued" (monthly), and a "Subject Guide" (quarterly and cumulative). Then if you really want to put government statistics to work get a recent book entitled "Government Statistics for Business Use", edited by P.M. Houser and W.P. Leonard.

PERSONNEL MANAGEMENT INFORMATION MATERIALS

Miss Leonora R. Martin, Lib'n,
Research Dept., S.F. Employers' Council

Miss Martin opened her remaks with a definition of "Personnel Management" and an explanation of the type of material for which librarians had received calls. She then developed the expansion of this field, with a corresponding heavier demand on librarians.

It was stressed that the subject matter was becoming so highly specialized that the larger special libraries would experience the call for selective material. Because there was considerable amount of this latter material listed on the "Source List" provided for members of the audience, it seemed desirable to make some distinctions in approaching the items listed. If yourlibrary functions for a large industrial organization or specializes for industrial relations research, like MissMartin's, then you will need most of the bibliographic materials. But if you are a one-person library serving a nonunionized group, you would need only a part of these, for which Miss Martin then made side explanations. The titles emphasized were:

Baker, Helen. "Office Library of an Industrial Relations Executive."
Beaumont, Henry. "Notes, References, Questions and applications," in "Psychology Applied to Personnel", pt.2, p.61-67.
Dahl, Dorothy. "Sickness Benefits and Group Purchase of Medical Care for Industrial Employees."
Lindberg, B.A. "Personnel Administration".
American Management Ass'n. All series.
Nat'l Industrial Conf. Bd. Publications.
Calif. Inst. of Tech. Industrial Relations section, or,
Princeton Univ. Industrial Relations section.

For journals having helpful book reviews, she recommended "Management Review"; "Personnel", and "Supervision."

A great deal of material was introduced visually (too much to list here), to stress the Services in this field and the importance of all labor relations material because of the passage of the Taft-Hartley Act.

In conclusion, a new magazine was announced, the first issue to be in October. It will be an academic journal entirely devoted to coverage of industrial and labor relations. The title is "The Industrial and Labor Relations Review", published by the New York State School of

Industrial and Labor Relations at Cornell.

BIBLIOGRAPHICAL AIDS IN PHARMACEUTICAL LIBRARIES

Miss Isolde Stoye, Acting Lib'n, The Harrower Laboratory, Inc., Glendale

The Harrower Laboratory was founded in 1918 by Dr. Harrower, who was a pioneer student of endocrinology, and in treating his patients found that he needed endocrine formulae. At first he had these made up according to his own specifications, but other doctors kept hearing about them and kept asking for them to use in the treatment of their patients. Before he realized it, he found himself in the pharmaceutical business, so he founded the laboratory. Shortly thereafter, he built the Harrower Foundation Clinic, which was devoted to the study of endocrine problems.

Dr. Harrower was also the founder of the Association for the Study of Internal Secretion, and was responsible for its journal, "Endocrinology", which later became the outstanding journal in this field. He authored the first book on hormone study, "Practical Hormone Therapy".

When the Laboratory was founded, there was no such thing as an endocrine library, and very little on endocrinology had been published up to that time. So the library of the Laboratory came into existence practically at the same time as the opening of the Laboratory. Dr. Harrower, over the years, accumulated 3,000 volumes on the subject, in many languages. At one time there were also a quarter million reprints and clippings from journals. These were elaborately and throughly indexed by author and subject, and assigned a complicated filing number. This enormous file to this day is of value as a source to a large amount of magazine material.

When Dr. Harrower retired last year, the company was taken over by Lambert Co. (manufacturers of "Listerine"). The Company has subsidized the University of Southern California to conduct clinical tests on Endothyrin, a purified thyroglobulin extract, prepared to overcome the side-reactions encountered by patients subjected to thyroid therapy.

Currently engaged in expanding their research facilities, the Laboratory is being enlarged. With this expansion, the library is branching out from the endocrine field into the more general as well as the pharmaceutical literature. It now covers the business aspects as well as the medical and chemical research fields.

The library is interested in business administration, sales promotion, producation and advertising. Considering the business angle of research and the importance of up-to-the-minute information , magazines rather than books are the primary information sources.

The library subscribes currently to more than 300 magazines. Since we are commercially engaged in the distribution of pharmaceutical products, great emphasis is placed on the rapid routing of literature dealing with the rulings of the Food and Drug Administration.

Over the course of the last 20 years only a small number of periodicals were bound, the greater number being clipped and filed. We are now discarding more periodicals than we bind. All material received in the library is routed to as many persons as might be interested in the respective fields.

Recently we have started abstracting current periodicals, and indexing by author and subject, material to which we could not otherwise have ready access, because checking of indexes is not always satisfactory and is very time-consuming. Selection of articles is based on the interests of the company and on experimental and clinical work in progress by the Research & Development Dept. To check the lay journals, except for advertising, is impossible and no request has been made for it.

The "Quarterly Cumulative Index Medicus Subject Headings and Cross References" are used as guides for subject headings. We regularly check the "Current List of Medical Literature", published by the Army Medical Library, for material of usefulness in journals not received by the library.

Translations and bibliographies of

periodical material and patents, are prepared whenever needed. Once a month a list of recent acquisitions is typed by the library and circulated to all staff members interested. Up to this time we have not used microfilm, although we do have a microfilm reader. This lack of usage is due mostly to scarcity of reading space in the library. Photostating equipment is available and the staff prefers to have photostats made of articles and to file them in their own files.

HELPFUL READING FOR HOSPITAL LIBRARIANS

Mrs. Hildegarde S. Porter, Lib'n,
Domiciliary Library, Vet. Adm., Los Angeles
Neuropsychiatric Hospital

Bibliotherapy, which is the "scientific treatment of disease by literature", is positive in action; in addition to the distribution of harmless recreational reading, it seeks to supply books which benefit a patient's viewpoint or philosophy. Book selection for the hospital librarian is often negative in action , because it seeks to eliminate morbid, gruesome and unwholesome literature.

The most popular books among the patients in the fiction field are westerns, mysteries, adventure stories and historical novels. In the field of non-fiction travel, biography, history, and general books on science, inventions and mechanics are the most popular. The types of books which are disapproved or limited in circulation are: Those dealing with pathological characters or diseases; The subject of suicide -- taboo for mental patients; Books presenting religious or ethical material from a biased viewpoint (The doctor's advice should always be sought before circulating religious materials to neuropsychiatric patients); Books with a morbid philosophy; Books dealing with moral delinquencies; Books printed in small, indistinct type.

Books and magazine donations should always come through the library and not directly to patients in the wards, so that unsuitable material may be discarded. The average public library discard is usually unusable because the books are too unsanitary. Crossword puzzles and scrap books are popular.

S.L.A.-NATIONAL COOPERATION AT THE CHAPTER LEVEL

Mrs. Irene M. Strieby, Pres.,
Special Libraries Ass'n

In her talk Mrs. Strieby first told of the duties of national officers and headquarters, and how they were related to the duties of the chapter officers. Next the duties of the national committees were explained and reasons given why effective results could be gained only when cooperation is forthcoming from chapter committees such as Archives, Public Relations, Membership, and Publications. She told about the reorganization of the Professional Activities Committee and how work on standards, library education and recruitment ties in with local chapter activities. Two important new committees directly affecting the membership are the Chapter and Group Relations Committees; they have as chairmen the Chapter and Group Liaison officers and are directly charged with the responsibility of bringing about cooperation in relations between the chapters and the national organization, the groups and the national organizations, as well as inter and intrachapter and group relations.

Mrs. Strieby also told of several new committees which have been formed, including an Awards Committee to explore the possibilities of the recognition of significant accomplishments in the field of special librarianship, and one on Cooperation with other Organizations. The duties of its members will be to investigate and to recommend in what interassociation projects we can make our best contribution. She also announced the award of a scholarship to Miss Anne Lovaas, a Norwegian library school student at Columbia, who will spend the coming winter in travel and study for the purpose of familiarizing herself with special libraries in the United States. This scholarship was offered at the recommendation of our International Relations Committee which also issues a "News Bulletin" to foreign libraries.

Mrs. Strieby also reviewed the work of the Committee of Five, appointed to study the structure and policies of S.L.A. at all levels of the organization, and the plans to continue the study. She commended the Pacific Coast chapters in their successful attempt to hold a regional meeting and thus become more closely acquainted with one another's problems and be prepared to cooperate in holding the 1949 convention in Los Angeles. Her talk ended with a preview of the 1948 convention and a wish that every member can come to Washington.

INTRODUCING PUGET SOUND - THE NEWEST PACIFIC COAST CHAPTER

Miss Winnifred Jones, Science Librarian, Univ. of Washington Lib.

There were six members of SLA in the region who issued an invitation to all librarians interested. Thirty-four persons came to this initial meeting in 1944. Meetings were held during the winter, and in the spring of 1945 the chapter was officially organized. It has grown to some seventy members in Oregon, Washington and British Columbia. Most of the members, however, are from the Puget Sound area and northern Oregon.

THE PACIFIC NORTHWEST BIBLIOGRAPHIC CENTER - A COOPERATIVE PROJECT

Miss Leota L. Johns, Director, Pacific Northwest Bibliographic Center

The Pacific Northwest Bibliographic Center is housed in the University of Washington Library, which has provided the space and the equipment, and which uses the Center facilities extensively.

The main tool of the Center is its Union Catalog. It consists of the Library of Congress author cards, the holdings of the John Crerar Library and of 34 libraries in the Pacific Northwest (Montana, Idaho, B.C., Washington, and Oregon). Cards for current accessions are received from these libraries every month. The original method of obtaining the holdings of libraries in the region was a duo-photo process. We now have nearly three million cards and we are filing between 20 and 30,000 cards per month. As the holdings for Northwest libraries are indicated where possible by stamping the library symbol on the corresponding LC card, we withdraw some cards as the editorial process is carried to completion. If there is any variation, or information is incomplete for identification with an LC edition, the original card is retained. We have a catalog editor, one fulltime and one halftime filer.

The Center has not purchased bibliographic tools, such as the British Museum, Bibliotheque Nationale, Trade Catalos and subject bibliographies, because it has ready access to those of the University. A considerable additional expenditure would be necessary if those had to be purchased.

A Director and a secretary complete the staff. We have assistance from the Photostat staff of the University for that work also.

The Center was begun with a W.P.A. grant and a Carnegie grant. After the preliminary organization of the catalog, it has been supported by the libraries of the region according to a plan based on ability to pay. It is a project of the Pacific Northwest Library Association and as such, its staff is responsible to the Association's Committee on Bibliography. The current budget for a Center is today thought of in terms of about $10,000 yearly.

The Center now offers the following services:

1.The location of items wanted and the requesting of the loan for the library desiring to borrow.

2.The verification of entry or of trade information on items which the library cannot locate in its tools.

3.The checking of buying lists of expensive items to avoid unnecessary duplication.

4.The checking of items listed for discard to prevent disposal of the last copy of an item in the region and the furnishing of information regarding libraries willing to preserve those items, if the discarding library cannot retain.

5.The negotiation of a joint Purchase Agreement and the certification of libraries for that.

6.Work leading to specialization agreements, and reports on specialization programs of libraries, with a view to development of the resources of the region to the best advantage of all.

7.One of its first projects was the publication of a "Survey of Regional

Resources, which Dr. John VanMale compiled, when he was Director.

8. A file of subject bibliographies is being developed. These are reported by reference departments as they compile them and are another source of information on regional resources.

It is the function of Bibliographic Centers to:

a. Furnish information as to where materials are available.

b. Help libraries obtain materials to answer patrons' needs.

c. Help the libraries of the region with any matters which can best be handled through a central agency or clearing house.

It is a service organization to these ends. As such, it seeks to know both the needs and the resources of the libraries it serves as completely as possible.

The possibilities for service have only begun to be developed. In the March 1 "Library Journal", the Report of the General Conference of UNESCO by the Division of Libraries and Museums lists the following as some of their goals:

1. The promotion of library resources and free flow of materials as a means of giving understanding and education which leads to peace.

2. The encouragement of lending books and the establishment of central facilities for lending in all countries, to serve as the foundation of an international lending system.

3. The promotion of international bibliographies in all special fields, subject surveys, indexes and abstracts.

4. The collection and publication of information about bibliographical sources in all countries.

This means for bibliographic centers an ever-increasing field of opportunity for service.

DUPLICATE EXCHANGE ON A REGIONAL BASIS

Miss Jeannette Hagan, Chairman,
Duplicate Exchange Committee
Southern Calif. Chapter

The problem of duplicates is present in most libraries. The advantageous disposal of them is our immediate concern. Last Fall at the joint meeting of the S.F. Bay Region and Southern California chapters of S.L.A. following the California Library Association Convention in San Diego, there was a Duplicate Exchange corner. The San Francisco chapter send down its 1946 Fall list. As many of you know, the Duplicate Exchange Committee under the chairmanship of Miss Elizabeth Nutting of the Shell Development Co. Library in San Francisco, for several years now has issued a mimeographed union list of duplicates. Her system is to circularize the membership. Those returning completed forms participate in the project and it works out very well. All transactions are handled directly between libraries concerned. It is true that the library disposing of duplicates goes to some trouble, but it is the library getting the material which bears the cost of handling and the postage.

The Southern California chapter was unable to arrange for the cost of a union mimeographed list, so at Coronado we took with us ten duplicate typed lists for consultation there, twelve want lists, and ten bundles of material. At our table we had many pleasant conferences, and we were assured that many profitable exchanges took place. On our return we sent the lists around to members who requested them, on a round robin basis.

Early in 1947 we in Southern Calif. joined the American Book Center drive and asked special libraries to send all duplicates to the Public Library for shipment abroad to libraries in war devastated areas. Miss Margaret Cressaty, one of our members, is chairman for the state ABC.

For this meeting Miss Nutting was again able to have for distribution her new 1947 list of duplicates. We in Southern Calif. were not able to bring with us a mimeographed union list of our duplicates, but we do have five typed copies of lists from several libraries and we want you to take with you those lists of interest to you and to pass them on to others. We invite you to correspond with the libraries listed, directly, and also with us if you think we can help you or that you can help us.

One library not listed that has duplicate material in quantities is the new Engineering Library at the University of California, Los Angeles, and Miss Johanna Allerding asks that engineering librarians please write her because she may have just the duplicate they need. We have tried to work out something on a chapter scale and also something in cooperation between our neighboring chapter. We are looking forward to a better exchange program next year -- it will take all of us working together to see that the duplicate finds its proper place, either in a bundle sent to the American Book Center drive, which will continue through 1947, or on our chapter lists, which will be distributed among the membership in the Pacific Coast chapters.

CHAPTER BULLETINS - REGIONAL REPORTS

Miss Anne Burnett, Vice-President and Ed.,
San Francisco Bay Region Chap., 1946-47

The results of a questionnaire sent to the Southern California and Puget Sound chapter editors, by Miss Burnett, were summarized, and the results are presented in outline form.

Editor: In Puget Sound and Southern Calif. chapters, the editor is appointed. In S.F., the vice president automatically assumes editorial duties.

Staff: Puget Sound has an editorial committee of 2, Southern Calif. of 3 (including the Associate Editor and Advertising Manager). S.F. has not had a Bulletin Committee in recent years, but the outgoing Editor has strongly advised appointment of a committee in the future.

Frequency: S.F. issues 8 numbers a year, Puget Sound 6, and Southern Calif. 4.

Format: Puget Sound publishes 2-3 pages, Southern Calif. 6-8 plus cover, and S.F. 4-6 plus covers. Puget Sound and S.F. bulletins are mimeographed, Southern Calif. lithographed.

Contents: Officers and committee chairmen are listed by S.F. in every issue, by Puget Sound occasionally, and by Southern Calif. in the first and last issues.

New members are listed by Southern Calif. and S.F. in each issue, by Puget Sound occasionally.

Feature articles are run by Southern Calif. in most issues, by S.F. occasionally, not by Puget Sound. Southern Calif. and S.F. occasionally reprint items from "Special Libraries"; none has used items from other chapter bulletins. S.F. and Puget Sound occasionally list new publications and new periodicals. All chapters consider professional announcements of importance, and list publications of their own chapters (union lists, duplicate exchange lists, etc.).

Cost: Puget Sound had no expenses in connection with its bulletin, as stencils, paper and time were donated. In S.F. the editor for 1946-47 did the mimeographing herself; paper, stencils and postage ran to $61.73. Southern Calif. paid $117 for printing, $12 for postage.

Advertising: Southern Calif. is the only Pacific Coast chapter using advertising. Occupying about one-sixth of the Bulletin space, the ads paid for a large part of the cost of the Bulletin. The chapter considers the ads very worthwhile and establish the libraries with business.

Circulation: Puget Sound: 125; Southern Calif.: 220; S.F. 280. Bulletins go to all members, in S.F. to prospective members and guests; in some cases to business firms for promotional purposes. Bulletin are usually mailed to presidents of other chapters. All editors agreed that we could profit by wider exchange of bulletins on the Pacific Coast. Southern Calif. suggested that they be sent to other officers or committee chairmen on request. Puget Sound suggested that the chapter president route them, particularly to the editor. In the past we have been handicapped by not knowing the names of other chapter editors. It was suggested that the National Chapter Relations Officers supply each chapter with such information.

Joint activities: The editors agree that an occasional joint page, or joint bulletin (possibly annually?) might be of interest, if the expense were not too great or the procedure too complicated.

Editors' Recommendations: San Francisco recommended a Bulletin Staff; Southern Calif. recommended that the Associate Editor be appointed to succeed the Editor.

Manuals: Puget Sound does not have one; both Southern Calif. and S.F. have.

Help from National Office: All editors agree that they should be sent lists of other chapter presidents and editors promptly. This makes the chapter responsible for giving National the name of the Bulletin Editor equally promptly.

Other Comments: Puget Sound suggests that the Bulletin editor, where not a member of the Executive Board, should be invited to attend Board meetings. (The S.F. editor is a Board member and finds attendance at Board meetings exceedingly helpful). Southern Calif. suggests that in view of the National SLA meeting in Los Angeles in 1949, increased stress on advertising might tend to build toward more exhibits at the convention.

The last section of the program was titled "Our Personnel - An Exchange of Ideas." Three speakers participated in the discussion, and the remarks of two follow.

RECRUITING

Mr. Harry C. Bauer, Associate Lib'n,
Univ. of Washington

The chief difficulty in the recruitment of librarians lies in the nature of the profession. It lacks glamor. Whom, therefore, do we recruit? Only natural born librarians, who will enter the field without persuasion anyhow, and those who might enter related fields -- such as teachers and clerks. Young people won't prepare to become librarians unless they know there is such a thing as a profession of librarianship. We need to tell vocational guidance people and parents more about our work.

Closely related to recruitment is the question of how many profesional librarians actually are needed in the country today. It is claimed that there is a great shortage, but if we stopped using librarians for clerk's jobs, Mr. Bauer believed we would find little shortages on the professional level.

EMPLOYMENT AND PROMOTION

Mrs. Agnes Reinero, Ch., Employment Committee, S.F. Bay Region Chapter, 1946-47

We regret that this excellent paper which was read at the meeting, is not available for publication.

PROBLEMS IN EDUCATION FOR SPECIAL LIBRARIANSHIP

Dr. Hazel A. Pulling, Acting Director, Graduate School of Library Science, University of Southern Calif.

In these days when education for librarianship is under fire, it is unlikely that any one has a panacea for all the ills in education for special librarianship. There is no unanimity of opinion as to what should be included in a course for the training of special librarians; indeed, there is no unanimity of opinion that such training should be offered in courses separate from the general curriculum. Certainly the lack of a consistent pattern in curricula offerings is evidence of the fact that library school facilities are not in accord on the subject. And, since my opinion is only one among many, I shall not attempt to provide answers to the problems but rather suggest ways in which all may assist in the clarification of ideas relative to this important phase of professional librarianship.

One of the most pressing problems to consider in the training of special librarians is that of the educational background of the student. While not all librarians are agreed that knowledge of the field in which the special library operates is the sine qua non of success, I believe that all will admit that it adds to the measure of one's ability as a special ibrarian. Too often students progress through college and much of the way through the first year of library school before they realize that a special type of library work has precedence in appeal for them. Meantime, they have lost the advantage through transfer of training, that foreknowledge would have provided both in their undergraduate subject specialization and as students of library science. They frequently have failed entirely to acquire the specific subject background that undergraduate years might well have supplied. Because this is true, it seems obvious that what is needed in training for special librarianship is a closer integration of the subject specialization of the undergraduate upper division program with library training, so that all specialized education may focus upon the end in view -- preparation for special librarianship. Thus training for special librarianship becomes not an "after-thought" but a "fore-thought".

How may this integration be achieved? For one thing, we need to make known to undergraduate college students nearing the close of their lower division programs, the work of the special librarian and the opportunity to utilize subject specialization through special librarianship. The election of college majors by students is dependent upon information of this type, and in the past it has not been available to them. Who is better equipped to do this, through article, brochure, and broadside, than the special librarian, who, from the enthusiasm which she has for her work, can inspire the uninitiated to plan to do likewise?

Integration may also be served by a study of college offerings with the view of suggesting course sequences that will tend to develop optimum background for the various types of special librarianship. These sequences, when related to specific schools, could be recommended for inclusion in college bulletins, or placed in the hands of college counselors. Out of such studies could come a general list of suggested courses classified by subject fields without relation to any particular school. College students eveywhere in search of aid in program planning would find such information invaluable. Special Library Association committees might find the project interesting.

Another means of integration of subject education with library training, and the one most generally accepted by our Pacific Coast library schools, is that of allowing credit toward the Library Science degree for a certain number of units of graduate work taken in subject fields. If these subject courses are wisely selected this procedure goes some way toward rectifying an inadequate subject preparation; but, hindsight that it is, it is done at the sacrifice of additional, and I believe, essential training in library science. Could integration be best achieved, perhaps, by fusing subject specialization with professional library education throughout the last three of the five years of college?

Course content is another problem confronting special library education in the solution of which special librarians have much to offer. We should have your answers to certain questions: Do we need special courses for each type of special library? Are there certain common factors which might well be embodied within one course as basic to all; thus, as Melvin Voight, Librarian of Carnegie Institute of Technology suggests in a recent article, freeing the several library schools to make special and detailed ventures into the fields which seem most appropriate to their areas? Are these basic factors common to all libraries, public as well as special, so that what is needed is not a basic special library course, but rather expansion and reorganization of the "regular" curriculum offerings? Lack of concerted opinion among west coast library school faculties is evidenced by the varied offerings in special librarianship of the three west coast graduate schools.[1]

If library schools each elect to provide training in specific fields, such as has been done by the Univ. of Minn. in hospital and the Univ. of Wash. in law librarianship, special librarians can give invaluable aid in determining the selection of the field and in supporting the program when it is established. For evaluation of local special library facilities, both as to quantity and quality, should provide the base for selection of the types of fields to be covered by the schools. Upon those facilities and upon the cooperation of the practicing librarian depends the success of the student's practice work and his returns from library observation. Special librarians working together locally would seem to be the ones best equipped to make such evaluations.

As to the question of what should be embodied in both basic and specific courses in special librarianship, only complete and detailed job analyses of the various fields will tell - analyses which carry on to completion the brief survey of 1945 by the Ass'n of American Lib. Schools Comm. on the Library School Curriculum with Special Attention to Subjects now Neglected.[2] These vital contributions to education for special librarianship - job analyses - may best be made by special librarians working through local committees, perhaps, of SLA.

One more factor of importance in the solution of educational problems is that of the collection and analysis of statistics relative to special library work and the placement of special librarians. Data on employment, salaries, number, location and types of openings, on placement of graduates as regards locality and type of positions, all have a bearing on the development of special librarianship education in the various fields. Library schools would welcome more of this type of information with accompanying analyses and recommendations from the practicing special librarians of the country.

To you, the practicing special librarians, library schools must look for much of direction and aid in the future development of training in the various special fields of the profession.

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[1] The University of Washington Library School last year devoted five class hours to special librarianship (besides its specialization in law librarianship with 18 units), one hour of which was devoted to general problems and one each to law, medicine, chemical, and municipal reference libraries. It may be assumed also that interested students spent also the one month of practice work offered by the school in the field of his special interest. The University of California School of Librarianship offered a first year second semester elective course in special libraries which involved such broad topics as selection and acquisition of materials, preparation, (classification, cataloging, indexing, filing), abstracting, reference work, circulation, housing and equipment, special materials (periodicals, newspapers, trade journals, etc.), and finally, study and visits to some fifteen special libraries. The University of Southern California Library School offers at present no separate course in special librarianship, but devoted this year, one-third of a two unit second semester required course to special library administration, provided for special project study in reference and book selection, and offered two weeks of practice work to interested students.

[2] What Courses for Special Librarians? Special Libraries, 36 (Dec. 1945) 480-82.

The editor thanks Mrs. Strieby, Miss Shorb, Mr. Smith, Mrs. Porter, Miss Martin, Miss Ethell, Miss Stoye, Miss Hagan, Miss Burnett, Miss Johns and Dr. Pulling for supplying copies of their speechs for reproduction, and Mrs. Rooq for notes taken at the meeting for abstracts of the speeches of Miss Jones and Mr. Bauer.

CONVENTION COMMITTEES

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Winnifred Jones, Seattle
Katherine Laich, L.A.

PROGRAM COMMITTEE

Margaret Hatch, S.F., Chairman
Katherine Hansen, S.F.
Margaret MacKellar, S.F.
Margaret Cressaty, L.A.

*Members of General Convention Committee also members of Program Committee

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Mary L. Waller, S.F.
Dorothy Thomas, Emeryville

The Program Committee expresses its appreciation to Miss Theodora Larsen, Librarian of the Alameda Free Library, for designing and furnishing the convention program covers.

San Francisco Bay Region Chapter Officers & Committees

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Univ. of Cal. Lib.
Berk.4 ASH.3-6000 ext. 400

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Hospitality Committee
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JU. 7-8361 ext. 366

Press Relations Committee
Miss Saima Swift
Henry J.Kaiser Co.,Oakland 12.
TW. 3-4600

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Mrs. Dorothy Thomas
Paraffine Co., Emeryville 8
OL. 2-8400 ext. 866

Union List Committee
Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
EX. 2-3075

San Francisco Bay Region Chapter Bulletin
welcomes your contributions and comments.
Write or call the editor or her assistants.

Miss Mary K. Moore
NBC Music Library
420 Taylor St., S.F. 2

SAN FRANCISCO
BAY REGION CHAPTER

BULLETIN

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 18, no.3 November, 1947

MARKET ANALYSIS AND FILM FEATURES OF NOVEMBER MEETING

"Commercial Forecasting" is the subject which Mr. W. H. Gilmartin, in charge of Marketing and Development Engineering for the Pacific Telephone and Telegraph Co., will discuss at the November meeting. This discussion of marketing methods will be of particular interest to business and technical librarians.

In addition to Mr. Gilmartin's talk we shall be privileged to view a film on the making of the radio program "The Telephone Hour", which is broadcast every Monday evening. Mr. A.W. Roney of the Telephone Company will show the film.

DO YOU WANT A UNION LIST?

A brief and important discussion on the future of the Union List will be held at the Nov. meeting. The Committee wants your opinion on the advisability of working toward a new Union List, a printed supplement, or a supplement kept up to date only on cards. Please come to the meeting and be prepared to give your ideas. The future of the Union List depends on the decision of the members at the meeting.

DATE: November 20
TIME: 7:15 p.m.
PLACE: Assembly Room, S.F. Public Library, Civic Center

Reservations are not necessary. There will be no association dinner, but you may wish to eat in groups at nearby restaurants. Please be on time for this meeting, which will begin promptly at 7:15.

NOTE TO THE ABSENT-MINDED

We appreciate the thought which prompted a member to address a change-of-address card to us. We shall appreciate it more when she gives us her name and new address, please!

CYCLOTRON VISIT AND LUNCHEON ATTRACTS LARGE ATTENDANCE

Over sixty members and thirty guests turned out for the first meeting of the year October 11 in Berkeley. The tour of the big cyclotron on the hill above the University was followed by a tour of Donner laboratory, the medico-physical laboratory which is under the supervision of Dr. John Lawrence. The latter tour was conducted by Dr. Ellsworth Dougherty and Dr. Cornelius Tobias, who discussed the experimental work on radio-active isotopes as tracers in the biological processes, and showed us the use of the Geiger counter.

At the luncheon meeting which followed, Isabella Frost gave an extensive report on the 1947 SLA Convention in Chicago, and made us enthusiastic about attending the 1948 Washington convention. Space does not permit a full account of her report in this issue of the Bulletin, so it will be given in the January issue.

Anne Burnett reported on the UN Documentation meeting which she attended in New York in September. She characterized the publications of UN as prolific and hard to collect. Much of it is in mimeograhped form and as yet no published index has been issued. The World Affairs Council in S.F. will, after the first of the year be able to assist special librarians in this region in obtaining UN documents and will distribute and sell pamphlets issued by UN and other organizations in the field of international affairs.

COURSE IN MANAGEMENT OFFERED

An announcement was made of a special course in general management being offered by the Golden Gate College School of Management. This course has been designed for librarians and other specialists in business who need to be well informed about the problems of management. The program was started in October and will run for twenty weeks.

OUR PRESIDENT REPORTS

Mrs. Margaret Uridge outlined the plans for the chapter for the year. The theme for the programs is "Widening Our Horizons." In order that members may know more about the business activities of the chapter, it is planned to have a few brief reports and announcements at the beginning of each of the monthly chapter meetings.

A new committee system has been installed in the belief that committee work is the best way to get to know the members of the group. So that more persons become active in the work of the chapter, each committee now consists of a number of persons in addition to the chairman.

The Employment Committee in particular, has been enlarged and its scope broadened. A Promotional chairman, working under the Employment Committee, will be appointed. A permanent Library Survey Team will be developed to survey libraries or library possibilities at the request of interested firms. A fee will be charged for this service, part to go to the person or persons making the survey and part to the chapter.

Mrs. Uridge then introduced all committee chairmen who were present, and extended to Mrs. Helen Brenner, acting librarian at the Radiation laboratory, the appreciation of the group for the hospitality shown them at the laboratory.

National projects in which the chapter will have a part were then outlined by Mrs. Uridge. In 1949 the S.F. chapter will have an exhibit at the Los Angeles SLA national convention. This winter Miss Anne Luvaas, a recent Columbia University Library School Graduate from Norway, and recipient of the SLA Foreign Scholarship, will tour the U.S. visiting and observing in special libraries. San Francisco has been asked whether the special libraries in the area can pay her while she works here, or supply her with room and board while she is here. She will probably be here for several weeks in the spring of 1948.

* * * * *

AMERICAN BOOK CENTER SOLICITS YOUR CONTRIBUTIONS

The campaign of the American Book Center to replace war-destroyed library collections will continue until the end of this year. Technical, scientific and medical materials are still needed -- also publications in education, social sciences and the arts. Emphasis is placed on recent publications, especially those published in the past ten years. Worthwhile material is still welcomed. Mail contributions to the American Book Center, % Library of Congress, Wash., D.C. If further details are needed, call Sadie Uglow, Standard Oil Library.

* * * * *

SLA CHEMICAL EXPOSITION EXHIBIT PROFITABLE

The exhibit was prepared by members from our technical libraries and was staffed by some thirty volunteers from the entire membership of the chapter. Although we profited by the experiences of the exhibit at Chicago, most of the material shown was our own. Two outstanding exceptions were the "Pesticus Libraricus", loaned by the du Pont library, and the "Bibliography Pool" exhibit.

The purpose of our exhibit was to bring the idea of a library to the attention of chemists and executives in chemical and similar industries where there may not be libraries at present. A number of visitors were interested in finding out how special libraries are started, and many were interested in finding out what our Association is. The location of the booth was excellent, and a splendid audiences was reached. Our guest book was signed by the visitors who were particularly interested, and we have an impressive number of signatures to the total of 214.

The exhibit would not have been possible, in spite of the work of the commitee and the generosity of our companies, had it not been for the space contributed by the Exposition. A commercial exhibit would have paid $1125 for the space which was given us as an educational organization by Mr. Marcus Hinson, Exposition Manager, who helped us in other ways as

well. We acknowledge gratefully contributions of money received from the California Research Corp., Golden State Co., Ltd., Mrs. Maude Hinson, Miss Thelma Hoffman, Pacific Gas & Electric Co., the Paraffine Companies, Inc., Shell Development Co. at Emeryville, Shell Development Co. at S.F., and Standard Oil of Calif. These contributions totalled $105, and we received an additional $25 from National SLA. We will be forced to call on the local chapter to make up a deficit, not determined as yet, but less than half the amount received in contributions.

The Red Cross loaned us a desk and chair, and the S.F. Public Library an exhibit case. In addition to the committee members listed in last month's Bulletin, valuable help was given by Isabella Frost, Kathleen Moore, Pierre Rocq and Harry Williams.

The Committee members feel that the publicity which we have received is invaluable, and are very grateful for the cooperation of members and companies.

Elise Hoffman, Chairman.

* * * * *

METHODS MEETINGS PROVOKE LIVELY DISCUSSIONS

"Personnel Relations", the topic for the first Methods Meeting of the year on Sept. 17 introduced a novel and interesting way of presenting personnel problems. The role method of acting out the situation and its solution stimulated interesting discussions on three problems: Promotion based on merit vs. seniority; A request by the librarian for added personnel; and Relations between staff members - clercial workers assuming professional work. The "actors" were Veronica Sexton, Phyllis Anderson, Betsy Williams, Mrs. Emma West, Elizabeth Hinkel and Margaret Butler.

The second meeting, on Oct. 16, on "Order Methods" was full of good material. We regret so few persons were there, and shall therefore report in greater detail the material presented. Mrs. Betsy Williams, of Lansing Library, displayed sources of order material in the fields of industrial relations, personnel, and economics. She showed lists which are regularly checked by Lansing, the brief titles of which are: Bulletin of the Advertising Group of SLA; Technical Book World (Hobart Pub. Co.); Business Service Checklist; Government Research Notes of the Western Governmental Research Inst.; the Newark and Cleveland library book lists; lists of Cal. Tech., MIT, Univ. of Minn., Princton, U. of Mich. and U. of Chic. on industrial relations; the Management Rev.; Wayne Univ. Industrial Training Abstracts; Giannini Library list on agricultural economics (issued every two weeks); publications issued and distributed by the Bureau of Public Admin.; the Journal of Marketing; Publications of BLS.

Anne Burnett discussed United Nations and related material. The "International Reporter" of the U. of Columbia press (free) lists printed material of the UN, sold through the U. of Col. International Documents Service. The World Peace Foundation issues a publications list, as does the Woodrow Wilson library. The Legislative Reference Service of Library of Cong. issues a weekly list of their publications (mainly bibliographies). The Far Eastern Commission issues publications on Japan and the Pacific area, many of which are listed in the Vertical File service. And the Dept. of State Background Studies on Foreign countries are listed in the Monthly Catalog. The World Affairs council in S.F. is building up a pamphlet collection and will distribute some of them free to libraries.

Anne Avakian and Gertrude Searby discussed Dept. of Agriculture and Dept. of Commerce publications and their listings. Miss Avakian referred to the July, 1946 issue of "Chemical Industries" for a comprehensive article on the services and publications of the Dept. of Agriculture, and she discussed the Department's lists of publications. With the prompt issuance of the Business Service Checklist, Miss Searby said it was now easy to keep track of all publications of the Commerce Dept. (even the press releases). Since the Dept. accepts GPO coupons, ordering direct from the Dept. and its field offices is greatly simplified. Military reports issued monthly and including production figures and reports on economic conditions in Japan, Germany, Korea, and Austria, are kept on file at the local offices and may wells. We acknowledge gratefully contributions of money received from the following: [illegible], and [illegible], Lamb Vincent, Calif. [illegible] Industry, Pacific Gas & Electric [illegible] Company, Dairy, Shell Development Co., [illegible] Corporation, [illegible] and Standard Oil of Calif. These contributions totalled $175, and we received an additional $50 from National [illegible]. We will be forced to sell [illegible] whether to make up a deficit, not determined as yet, but less than the amount received in contributions.

The San Carlos Industrial [illegible] display, and the S.F. Public Library on [illegible] this year. In addition to the committee members listed in last month's bulletin, valuable help was given by [illegible] Frank, Kathleen Brown, [illegible] Mary [illegible], Betty Williams.

The Committee members feel [illegible] the [illegible] received in [illegible], and are very grateful for the cooperation of members and exhibitors.

Ellen [illegible], Chairman.

* * *

[illegible]

[illegible]

"Personnel Relations", the topic for the first Section meeting of the year on Sept. 18 introduced a brief and interesting way of presenting personnel problems. The role method of [illegible] the situation and the [illegible] presenting [illegible] information on [illegible] [illegible] requests for the [illegible] schools and [illegible] Industrial [illegible].

The second meeting, on Oct. 15, on "Career Planning" was full of good [illegible] the national [illegible] Williams, of [illegible] Library, [illegible] courses of [illegible] of industrial [illegible], personnel, and [illegible]. The [illegible] regularly [illegible], the first meeting of which were arranged by the [illegible] of the [illegible] Industrial [illegible].

[illegible]

[illegible]

[illegible]

be consulted there.

Miss Marjorie Rumble described the cooperative project for the acquisition of European publications (the L.C. Mission), which a number of libraries, including UC, organized as soon as the war was over. L.C., with the State and War Depts. cooperating, sent agents to Italy, France, Germany, Belgium, Switzerland and the Netherlands, to obtain several hundred thousand publications issued during the war years. The publications were classified into 254 categories to supply the needs of the 115 participating libraries. Assignment of priorities for each library was made on the basis of several criteria. Each library made a deposit with L.C., and publications sent to them were charged to this account, at a unit cost of $1.00 per volume. The Univ. of Calif. has received French, Germany, Dutch, Flemish and Italian books on a wide variety of subjects. Miss Rumble mentioned another cooperative project, that of the purchase of Chinese publications covering the war years.

As far as the present situation in foreign acquisitions is concerned, commercial relations have now been resumed with practically all countries except Japan, Germany, Poland and Austria. Stechert and Schoenhof are now licensed to buy in Germany. Miss Rumble listed all the important foreign dealers now doing business for each country, and this list will be furnished by the editor to any one who writes in for it. We are sorry that lack of space does not allow us to list them in the Bulletin.

The November Methods Meeting on Job Evaluation has been announced to all members by postal card, and we hope a large number will attend what will surely be an instructive session. There will be no December meeting. Announcements for for the Jan. meeting will be sent out later.

* * * * *

NES FACES - NEW PLACES - AND JUST NEWS ABOUT OURSELVES

The San Francisco Bay Region Chapter extends a most cordial welcome to the following new members:

Active

Miss Ruth Gill, Special Services Sect.,

New Active Members (Cont'd)

Korea Base Comm.,APO 901,% P.M. S.F.
Miss Lucille Herian, 1701 P St., Sacramento 14 (Transf. from Puget S.)
Miss Eida Perez, Haas Bros. Export Dept., 3d & Channel Sts., S.F. 7
Miss Donna M. Haskell, Univ. of Calif. Library, Berkeley 4
Miss Helene Peck, 488 Stow Ave., Oakland 6, (Trans. from Minnesota)
Mrs. Margo Westgaard, S.F. State College Lib., 124 Buchanan St., S.F.
Mrs. Lillian Wyatt, 5326 Illinois Ave., Fresno (Transf. from St. Louis)

Associate

Mrs. Virginia Detloff, 4369 Adeline St., Oakland (Trans. from N.Y. (Western))
Miss Bess Landfear, S.F. Public Schools, Visual Aids Lib'n, 750 Eddy St.,S.F.
Miss Elizabeth Scott, Lowell High School Library, S.F.
Miss Dorothy Shankroff, Univ. of Calif. Lib., Berkeley 4 (Student)

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Miss Betty O'Connell, Standard Oil Lib., was married to Otto Berg last August.

Mrs. Jeannette Barry, a former S.F. chapt. member, recently returned from L.A., is now librarian of the Calif. Dept. of Public Health.

Mrs. Margaret Rocq , Standard Oil Lib., is chairman of the National SLA Student Loan Fund Committee.

Miss Corinne Clark is at the Oakland Free Library.

Miss Jane Pope is at the Univ. of Calif. School of Pharmacy Library.

Miss Lillian Stauffer is at the Bank of America Library.

Mr. Herman Spector is the new librarian of the Calif.State Dept. of Correction. He formerly was chief lib'n of the N.Y. City Dept. of Correction. As an Active member of the N.Y. chapter, he served as chairman of the Social Science Group there. We are indebted to Mr. Runté of the N.Y. chapter for this news item.

Mr. Edwin T. Coman, Jr., has recently been in the Pacific Northwest where he was doing the initial research in preparation for the writing of a 100-year history of Pope & Talbot, Inc.

The Institute of Pacific Relations is now the World Affairs Council of Northern California, and the address is 623 Sutter St. The library is being consolidated with the more general Talbott Memorial Lib., and Anne Burnett continues as lib'n.

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VOLUNTEERS WITH WRITING EXPERIENCE ARE NEEDED

The Press Relations Committee, Miss Saima Swift, chairman, is asking for volunteers with writing experience, or any one who likes or wants to write, to volunteer services for the Press Relations work. Please write or call Miss Swift.

Also, please send to Miss Swift the titles of local trade journals in various industries which you think might accept SLA feature stories. The Committee would also like to have the most interesting and unusual questions that have been answered by special librarians, and how they have been answered. This will be used in a general news article about the association, and no mention of companies will be made. Please send in this material within the next three months to Miss Swift.

COMMITTEE APPOINTMENTS
(Continued from the Sept.-Oct.Bulletin)

ARCHIVES
Mrs. Marjorie Madison, ch.
Miss Thelma Hoffman, Shell Dev. Co.
Miss Margaret Hatch , Metropol. Life
Miss Nellie G. Larson, U.S.D.A.,Berk.

BULLETIN
Katherine Karpenstein, ed.
Jean Rice, PG & E
Betty Roth, Lib. of Int'l Rel.,U.C.
Betty Berg, Standard Oil Lib.
Anne Burnett (advisor)

DUPLICATE EXCHANGE
Elisabeth Nutting, ch.
Sadie E. Uglow, Standard Oil (In charge of American Book Center collections)

EMPLOYMENT
Mrs. Katherine Hansen, ch.
Mrs. Agnes Reinero, PG & E
Mr. Roy Nielsen, Cal. Div. of Mines
Mrs. Clara Hanchett, Cal. Labor School

Promotion ch.: (to be appointed)

Library Survey Team

HOSPITALITY COMMITTEE
Alba Eldredge, ch.
Sara Barcus, Presidio
Dorothy Clark, Mech. Inst.
Eugenia Ironside, Shell Oil Lib.
Herberta Faithorn, Univ. of Cal.
Sylvia Marrich, Calif. St. Nurses Ass'n
Ardel Thompson, Vet. Adm.

PROGRAM COMMITTEE
Mrs. Dorothy Thomas, ch.
Mr. Le Roy Merritt, U. of Cal. Lib. Sch.
Miss Berna Carlson, Golden Gate Col.
Mr. Peter McCormick, S.F. Public Lib.
Mrs. Margo Westgaard, S.F. St. College Lib.

CONSTITUTION REVISION COMMITTEE
Mr. E. T. Coman, Jr., ch.
Mrs. Elizabeth Hinkel, Pac. Fire Underwriters
Miss Elise Hoffman, Golden State Co.
Miss Veronica Sexton, Cal. Acad. Sci.
Mrs. Margaret Rocq, Standard Oil Lib.

MANUALS REVISION COMMITTEE
Kathleen Moore, ch.
Anne Avakian, West. Reg'l Res. Lab.
Ellen Cornish, Oakland Pub. Lib.
Mrs. E. P. Garrison, Vet. Adm.
MissRuth Ogilvie, WAA
Miss Isabella Frost,(advisor).

POSITION OPEN

Mrs. Katherine Hansen, Employment chairman, has an opening listed at the California Dept. of Health Library for a Junior Librarian. If interested call her at the Standard Oil Library, SU 1-7700, ext. 164.

HAVE YOU SEEN?

"Organizing a Special Business Library" In The Management Review for July, 1947. Reprints of this article may be obtained from national SLA headquarters. This is the best statement published on administration and budgets for business libraries.

"We Scrutinize - Report of the Activities Committee on the CLA Bulletin" In the California Library Bulletin for September, 1947. The Committee reports that "The reporting of controversial issues should be encouraged... Librarians should be encouraged to study conflicting issues affecting their profession, and from such study, to form judgments, to take sides."

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There will be no chapter meeting in Dec. The January meeting will be on January 21 - place and topic to be announced in the January Bulletin.

Merry Xmas!

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OL. 2-8400 ext. 866

Union List Committee

Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
EX. 2-3075

San Francisco Bay Region Chapter Bulletin
welcomes your contributions and comments.
Write or call the editor or her assistants.

SAN FRANCISCO
BAY REGION CHAPTER
BULLETIN

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 18, no.4 January, 1948

THE STORY OF THE YEAR - - UNION LIST TO BE CONTINUED

The majority of those attending the November meeting voted for a new edition of the Union List of Serials of the San Francisco Bay Region. They pledged, when asked, to contribute one night's work a month until completion of the project. A simplified form for holdings was decided upon, so that the work of compilation will be greatly simplified. It was also decided to include a list of newspapers.

The present Union List Committee, Harriet Collopy, chairman, was designated to formulate plans to carry out the project. All libraries represented by membership in the Association are expected to submit promptly their holdings on forms to be supplied. Your cooperation is solicited in order that this project, the most useful one of the Association, can be carried to a successful completion within the time limit to be set by the Committee. Further developments will be reported in the February Bulletin.

JANUARY MEETING VISIT TO CHEMICAL LIBRARY

Where: California Research Corp. Lib., 576 Standard Ave., Richmond
Dinner at Hotel Mac, 50 Washington Ave., Richmond
When: Wednesday, January 21
Time: Dinner, promptly at 6
Visit to library at 7
Reservations: By Friday, January 16. S.F. members call Mrs. Margo Westgaard, Underhill 1-0842. East Bay members call Mrs. Dorothy Thomas, Olympic 2-8400, ext. 866.
Price of dinner: $1.75 or $2.00 without tax and tip.
How to get there: S.F. members take L Express Bus in front of Bridge Terminal, Mission St. Allow 1 hr. from Terminal to Hotel. Bus leaves at 5:01 and every 6 min. thereafter to 5:27. Persons unable to attend dinner can take later Express buses, which run every 10 min. from 5:37 to 5:57. In Richmond get off at Bus stop on Castro & Standard (end of line) and walk back 3 bl. to Washington, turn right on Washington to Hotel. For those not attending dinner, get off at end of line and take shuttle bus 93 which goes in front of CRC building. East Bay members - from Oakland take no.2 street car to Ashby, transfer to bus 72. From Berkeley, take bus 72 on San Pablo.

About the library: Mr. Arthur Johnson, librarian, will show us the library of CRC, which has recently moved into new and enlarged quarters. This chemical library serves the staff of the research subsidiary of Standard Oil Co. of California.

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NEXT METHODS MEETING IN FEBRUARY

The next methods meeting will be on February 5, place and topic to be announced. There will be no January meeting.

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SPECIAL

Now is the time for all members to come to the aid of the Association by paying 1948 dues. Make checks payable to Special Libraries Association, and send to the national secretary or to Margaret MacKellar, Metropolitan Life Ins. Lib., 600 Stockton, S.F. 20.

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FEBRUARY MEETING A MUSIC PROGRAM

The February meeting will be on Thursday the 19th at the Public Library Assembly Room. A program of "Music of the Far West" will be presented by members of the Music Library Association.

AMONG OURSELVES

Jane Pope was married in November to Don J. Fales. She is continuing to work at the U.C. School of Pharmacy Library.

Peter McCormick of the Reference Staff

of the San Francisco Public Library has been granted a three months' leave of absence to serve as acting Assistant Reference Librarian of the Milwaukee Public Library.

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LIBRARIES MAKE THE HEADLINES

The Wall Street Journal for Dec. 30 headlined a page-one feature article on library services to business - "Fact Warehouses: Libraries Save Dollars and Time for Business, Win More Financial Aid." The services of Crerar, Detroit Public and New York Public were described in some detail, and numerous examples were cited where the contributory research services of libraries proved decisive.

Three articles on special libraries were featured in the November issue of Scientific Monthly: "An Industrial Research Library" by Miss Lewton of the Celanese Corp.; "Putting Knowledge to Work" by Mr. Wasson of the Council of Foreign Relations and "The Air University Library" by the directory of libraries of the school at Maxwell Field, Ala.

Miss Hatch called our attention to the new Office Management, edited by C.L. Maze under the auspices of the National Office Management Association and published by the Ronald Press. It has a good brief writeup on company libraries which emphasizes the importance of trained personnel and discusses the place of the library in the organization structure, along with operation and limitations of the library. It mentions Special Libraries Ass'n as a source of valuable information on establishing libraries. It's a good discussion and may be helpful to some of the libraries, particularly new ones, in putting over some points especially regarding the place of the library in the business organization.

One of our own chapter members, Miss Juliet Vradenburg, is the compiler of an extensive annotated bibliography in the field of industrial relations: The Guaranteed Annual Wage, published by Stanford Press.

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THE HAZARDS OF BUSINESS FORECASTING OUTLINED BY TELEPHONE CO. EXECUTIVE

Mr. W.H. Gilmartin, head of the Research Dept. of the Pacific Telephone & Telegraph Co. outlined the guiding principles and methods used in making market forecasts in his company for the engineering, traffic, plant and other departments. Fundamental plans for equipment needs are based on these forecasts, which are projected five years and revised each year. Lack of equipment during the War years and population gains in the West greatly complicated this work in the last few years. California, for example, has had about a 40% population increase since the beginning of the decade.

In making forecasts the basic need is to gather data, analysing what is needed and keeping the data to a minimum. Charts of all exchanges are kept and if an exchange fails to grow, organizations such as the Chamber of Commerce and real estate promoters are consulted to arrive at an appraisal of the area.

The population estimates of the company are not for publication, but are released to some organizations on request. Information on the number of phones in use will be given to any one asking for it.

Following Mr. Gilmartin's informative talk, Mr. A. W. Roney showed a film on the recording of the Telephone Hour. Thirty films are at the disposal of any interested group and may be obtained for showings by calling Mr. Roney at the P.T. & T., ext. 2856.

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JOB EVALUATION AND THE SPECIAL LIBRARY

The November methods meeting on Job Evaluation drew a record attendance to hear Mr. Boynton Kaiser and Mr. Douglas Bryant, both of the University of California.

Even the small or one-person staff library will benefit by a job analysis, since it provides the basis of a pay plan based on equal pay for equal work, provides an instrument by which to prepare a good budget, and helps operating officials to make proper assignments.

Jobs are classed on the basis of duties and responsibilities and on the level of responsibility within a particular kind of work. The Navy's allocation factors were cited as a good example; they are available in a "Series Evaluation Chart, Librarian Series (NAVEXOS-1213)", U.S. Navy Dept., Executive Office of the Secretary, Wash., D.C.

The position classification survey as conducted by the University of California ing, training, wages and other departments. Tabulated rates for up to twenty occupations in [illegible] categories, which are surveyed from twice to six times each year. [illegible] of employment during the war years and population shifts [illegible] in the West [illegible]. California, for example, has had about a 50% population increase since the beginning of the decade.

[illegible]

[illegible] & Co. New York.

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THE UNIVERSITY AND THE SPECIAL LIBRARY

[illegible]

of the San Francisco public library has been granted a three months' leave of absence [illegible] of the Milwaukee Public Library.

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LIBRARY AIDS FOR BUSINESS

The Wall Street Journal for Sept. 30 published a page-one feature article on library services to business -- "The [illegible] Librarian [illegible] for Business [illegible]." The services of [illegible], Detroit [illegible] and New York public libraries were described in some detail, and numerous examples were given showing the contributions research services of libraries [illegible].

Three articles on special [illegible] libraries were featured in the November issue of [illegible] "The Industrial Research Library" [illegible].

[illegible]

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THE MEANING OF [illegible]

[illegible] is not enough for the progresin 1946 for the libraries on its seven campuses was explained in some detail to show the results of successful job evaluation. In making such a survey a cardinal principle is that each employee write up his own job, with the supervisor making additional comments when necessary. After the job analyses are made and the job classifications set up, a pay survey is made by finding out what others pay for like work.

The comprehensive and enlightened presentation which Mr. Kaiser and Mr. Bryant gave touched on one problem singular to the business librarian -- that of position classification within the business organization. Since business librarians are usually classed as clerical rather than professional workers, Mr. Bryant suggested that the remedy lay in more effective public relations work by the librarian, directed toward Management. He also thought a survey of the literature to determine the kinds and number of special librarians classed as professional workers as distinct from the clerical staff, would give ammunition to librarians interested in improving their classifications.

Suggested readings on the subject included Mr. Bryant's article in the Library Quarterly for January, 1947 on the University of California Position Classification survey; Mr. Kaiser's "Classification and Compensation Plans for Nonacademic Positions in the University of California", issued by the Bureau of Public Admin., Berkeley, 1942 (out of print but available for loan from the University Library); and Mr. Bryant's article in the Library Journal of October 15, 1946, p. 1457 on the University of California Title and Compensation Schedules for the Library.

The Chapter's vote of thanks go to Mr. Kaiser and Mr. Bryant for an unusually instructive discussion.

MISS FROST REPORTS ON THE SLA NATIONAL CONVENTION

In November we promised a more detailed account of Miss Frost's report on the SLA National Convention.

Miss Eleanor Cavanaugh of Standard and Poors, in her discussion of "Profits from Research - the Value of a Library to Your Company" stated there were over 1500 business organizations in the U.S. maintaining business libraries. A working budget should allocate from 65% to 80% for salaries. The head librarians' salary should be from $4000 to $5000.

The criteria by which an organization can decide whether it is large enough to have a librarian are: If there is constant need for information, then a library is needed. If there is occasional need, then a part time librarian is indicated. If an organization cannot obtain information from the public library, a regional business branch is called/for and it should be supported by the business organizations themselves.

A visit and tea to the A.C. Nielsen Co. was particularly instructive. This market research organizations which operates in the drug and food lines, literally runs a figure factory. Theirs is the largest market research organization in the world. They obtain information from the field and tabulate it to determine the order of commodities being purchased, what nationally advertised brands are selling, and what radio programs people are listening to.

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NEW MEMBERS

The Chapter extends a most cordial welcome to fifteen new members, two of which are institutional memberships from the Stanford campus.

Two are already in our new Membership Directory, but have never been officially welcomed before: Miss Alleen Thompson of Lansing Library Service and Army librarian George M. Korb, somewhere in the Pacific area. The remaining new members are listed on the following page.

SUPPLEMENT TO MEMBERSHIP DIRECTORY

(Detach this page and add it to your Directory of Members)

NEW MEMBERS

Mrs. Jeanette Barry, Ln.
Calif. Dept. of Public Health
760 Market St., S. F. 2

Mrs. Mary P. Dayton, Ln.
California Packing Corp.
101 California St., S.F. 19 Active

Miss Grace McDonald
Federal Reserve Bank of S.F.
400 Sansome St., S.F. 20 Associate

Miss Lorraine Mathies
1470 Logan, Apt. 38
Denver 3, Colorado Student

Miss Georgene Morrison, Ln.
Veterans Admin. Hospital
Livermore, Calif. Active
(Transfer from Western N.Y. Chapter)

Miss Elizabeth Muenscher
2716 Cedar St.
Berkeley 8, Calif. Student

Miss Helen N. Olseen
137 No. 13th St., San Jose, Calif.
Transfer from So. Calif. Active

Miss Loraine Sneath, Ln.
St. Anthony Hospital School of Nursing
Library, 16th & Quitman St.
Denver 4, Colorado

Stanford Research Institute
Mr. LeVern W. Cutler, Ln.
Stanford University, Calif. Institutional

Stanford University Libraries
Mr. Clarence Faust, Director
Stanford University, Calif. Institutional

Mr. Herman K. Spector, Senior Ln.
Dept. of Corrections, Calif. Statd Prison
San Quentin, Calif. Associate
Transfer from Western N.Y. chapter

Miss Wilma W. Waite, Ln.
Education Library, Univ. of Calif.
201 Haviland Hall, Berkeley 4, Calif.
Active

Miss Helen Willetts
Univ. of Calif. Medical School Library
3d & Parnassus, S. F. 22

CHANGE OF ADDRESS

Miss Anne Burnett, Ln.
World Affairs Council of No. Calif.
623 Sutter St., S.F. 2

Miss Ione LaPage
1336 4th Ave., S.F. 22

Mrs. Lillian C. Wyatt
67 George St.
San Jose, Calif.

Mrs. Jeannette G. Yeazell
21 Milles Ave., Sausalito, Calif.

DELETE

Mr. Lester Asheim
Mr. Thomas Cowles (Transferred to So. Cal.)
Miss Jessica Fredericks (Resigned)
Mr. W. L. Shaw (Resigned)

CHANGE OF NAME

Jane Pope to Mrs. Don Fales

San Francisco Bay Region Chapter Officers & Committee

President
Mrs. Margaret Uridge
Univ. of Cal. Lib.
Berk.4 ASH.3-6000 ext. 400

Vice-Pres. & Editor
Miss Katherine Karpenstein
Standard Oil Lib. S.F. 20
SU. 1-7700 ext. 164

Secretary-Treasurer
Miss Margaret MacKellar
Metropolitan Life Ins. Co.
S.F. 8 DO. 2-7000

Executive Board Member
Miss Nellie Larson
U.S. Dept. of Agric. Lib.
Berk. 4 ASH. 3-8310

Archives Committee
Mrs. Marjorie Madison
Standard Oil Co., S.F. 20
SU. 1-7700

Duplicate Exch. Committee
Miss Elizabeth Nutting
Shell Dev. Co., S.F. 6
EX. 2-5400 ext. 299

Employment Committee
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Hospitality Committee
Miss Alba Eldredge
U.C. Dental Lib., S.F. 22
MO. 4-3600

Membership Committee
Miss Betty Holden
Fed. Res. Bank, S.F. 20
SU. 1-8420 ext. 98

Methods Committee
Miss Phyllis Anderson
Pan American Airways, So. S.
JU. 7-8361 ext. 366

Press Relations Committee
Miss Saima Swift
Henry J.Kaiser Co.,Oakland 12
TW. 3-4600

Program Committee
Mrs. Dorothy Thomas
Paraffine Co., Emeryville 8
OL. 2-8400 ext. 866

Union List Committee
Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
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SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 18, no.5 February, 1948

MUSIC PROGRAM FEATURES NEXT MEETING

A program of songs and instrumental music of the Far West will be given at the next meeting. The program is being arranged by Miss Jessica Fredericks and the Music Library Association. Wire recordings of early Mission music, Spanish songs, '49ers' ballads, songs of the Gay Nineties and contemporary music will be featured. Our opportunity to hear this revolutionary new kind of recording promises us an interesting evening.

PLACE: S.F. Public Library Assembly Room
TIME: 7:30 p.m. promptly
DATE: February 19 (THURSDAY)

As no special arrangements are being made for dinner, reservations are not necessary.

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CRC CHEMICAL LIBRARY VISIT

Forty members and guests of the chapter enjoyed cocktails (courtesy of Mr. Johnson and the California Research Corporation), dinner at the Hotel Mac in Richmond, and an evening at the California Research Corporation Library in Richmond on January 21.

Mr. Johnson described the services of the library, including patent searching and the work of the translators in the petroleum chemical library of the research subsidiary of Standard Oil Co. of California.

We then were shown a colorful and interesting film of San Francisco, prepared for Standard of California and presented by Mr. Rasmussen of that company.

At the business meeting Mrs. Uridge announced that Miss Anne Luvaas, the SLA foreign scholar, would be a guest of the San Francisco chapter for three weeks from April 5 to May 1. Present plans include visits to various libraries in the Bay region and practice work in perhaps one library for a week. The Committee on Arrangements is Jean Rice, Chairman; Mary Kathleen Moore, and Marie Sullivan.

In the absence of Sara Barcus, Katherine Hansen reported on the clothing drive for the staff of the American Library in Paris. Despite the short notice in November, a sizeable amount of clothing was given by chapter members and the shipment was greatly appreciated. The greatest needs seem to be for yarn, yardage and thread, and new and popular books are also welcome. It may be possible to send another shipment, in which cause further instructions will appear in this Bulletin.

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AMONG OURSELVES

Margaret Uridge was interviewed as president of SLA, S.F. Bay region chapter, on the Jane Lee Radio Program on KNBC last January 21. Wish we could have heard it, as it was excellent. Mrs. Uridge also represented the library profession at a Vocational Guidance meeting before Christmas at Mills College, and spoke to Mills College students interested in library careers.

Mr. and Mrs. Melvin Oathout have left for New Zealand where they will take graduate work for a year at Christ College. Mr. Oathout is on a year's leave from his position as librarian of the Hopkins Transportation library at Stanford.

Mr. John Stump of Mechanics has recently been promoted to Assistant Librarian.

Inez Lourenzo is now on the staff of the Reference Dept. of the San Francisco

Public Library.

As of January 15 the chapter membership was 207. We are pleased to introduce the following new members and to welcome them to the chapter:

Sustaining

Mr. Frank J. Morrison, Manager
Technical Book Co.
407 Market St., S.F. 5

Active

Mr. Harry L. Williams, Jr.
California Research Corporation,
Richmond

Student

Mr. Samuel Halevy, Grad. Student,
Microbiology Dept., U.C.
(Mailing address: 2600 Ridge Road,
Berkeley 4)

Miss Margaret A. Bird
Graduate School of Business
Stanford University

Mrs. Helen Brenner
U.C. Radiation Laboratory Library
Berkeley 4

Miss Dorothy Salt
U.C. Radiation Laboratory Library
Berkeley 4

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PLAN FOR CHAPTER PUBLICITY PROGRAM

At the meeting of the Executive Board held October 11, 1947, a Long Range Program for Publicity was adopted. This program is as follows:

1. Invite members of the Press to attend SLA meetings. One newspaper should be represented at each meeting.
2. Ask columnists in the various Bay Area newspapers to write up Special Libraries Association. Articles should tell what the Association is, what it does, examples of special libraries in this area, results of having libraries, etc.
3. Submit articles to newspapers and trade journals of successful and outstanding special libraries in the Bay Area.
4. Send interesting bits of news to various columnists.
5. News releases should be sent in regularly, telling of regular and special meetings, conventions, special exhibits, etc.

SUGGESTIONS FOR SPECIAL ARTICLES

1. An article could be written on the history and growth of special libraries in the Bay Area. One special library, for example, has been operating since 1902.
2. The unusual requests that special librarians handle should provide interesting material for an article. A notebook could be kept for listing these questions, how the problem was solved, or where the answer was finally found.
3. Interviews on radio programs are suggested for further publicity. These reach an entirely different group than newspapers.
4. Libraries that are unusual -- that is, they are the only one of their kind in a particular area -- are suggested as good subjects for publicity.

It was suggested that the above program be followed for several years, or at least until it is felt that there has been sufficient publicity.

For the best functioning of the Pub-

licity Committee it was recommended that the Committee have rotation of membership, i.e., one person (possibly the chairman) be dropped each year and one new person be added.

Submitted by
Saima Swift
Press Relations Chairman

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PLANS FOR 1948 CONVENTION

At the January meeting Mrs. Uridge gave us more details on the coming National Convention to be held in Washington on June 5 - 11th, and for the benefit of members who were not present we are outlining them here.

The Washington, D.C. Chapter will officially welcome the 39th Annual Meeting of the Special Libraries Association at a radio broadcast luncheon on June 5 at the Hotel Statler. On Sunday, June 6, sightseeing tours will be arranged to include the Lincoln Memorial, Arlington, Alexandria, Mount Vernon, the Jefferson Memorial and other places of historic interest.

A Federal Institute will be conducted on June 7 and 8, opening at 9:30 Monday morning in the Coolidge Auditorium at the Library of Congress, Dr. Luther H. Evans presiding. Conducted tours of the Library will take place during the morning. A visit to the Capitol to meet a Congressional delegation representing the chapter localities will precede luncheon at the U.S. Government Printing Office. The Honorable A.E. Giegengack, Public Printer, will address convention guests, following which tours will be conducted under the direction of Mr. T. Cromwell, Superintendent of Documents.

On Tuesday, June 8, Mr. Ralph Shaw and Mr. Scott Adams will be hosts at the Dept. of Agriculture Library and the Army Medical Library. The Federal Institute will be concluded with a reception to be announced. On Tuesday evening convention guests will be entertained at the Hotel Statler by a Who's Who party, which will give the members an opportunity to know the national officers, chapter presidents and group chairmen as personalities in SLA.

On June 9 through the 11th, meetings will be devoted to SLA business, group tours, a banquet, and other special features. The convention program will be concluded on Friday evening with the third annual moonlight cruise if all is quiet on the Potomac.

The San Francisco chapter will be represented by Mrs. Uridge, our president, who will also attend the ALA convention in Atlantic City, which follows the SLA meeting. We would like to know the names of others who are planning to go also. It sounds like an unusually good program.

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HAVE YOU PAID YOUR 1948 DUES?

The Membership Gavel Award is given annually by SLA to the chapter which has the largest percentage increase in paid up members.

We have had an encouragingly large number of new members so far this year and we should like to receive the gavel, but for every delinquent and delayed payment of dues of old members, our chances are cut down by one.

Make checks payable to Special Libraries Association and send to Mrs. Stebbins in New York or to our local secretary, Margaret MacKellar.

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MARCH MEETING AT STACEY'S; FUTURE MEETINGS OUTLINED

Stacey's Bookstore will be our host for dinner at the Palace Hotel on Wednesday, March 31, followed by a short business meeting and a visit to Stacey's

new bookstore on 551 Market. This meeting is restricted to chapter members.

In order to make reservations at the Hotel, Mr. Gonzales, the manager of Stacey's, must know several weeks ahead of time the number planning to come. So please fill out the enclosed post card and mail by February 29.

In April the chapter will be host to the students of the special libraries class of the University of California School of Librarianship. We shall visit the Shell Development and Shell Oil Libraries on Bush St., S.F.

Announcements for the February Methods meeting have already been mailed. The topic for the March meeting is Dissemination of Information - Routing Policies; for April, Library Resources; for May, Library Reports to Management. Dates and places will be announced later.

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EMPLOYMENT

The California State Personnel Board has announced an examination for Junior Librarian. March 6 is the final date for filing application. Bulletins and application blanks may be secured from the State Personnel Board, State Building, Civic Center, San Francisco 2.

The chairman of our Employment Committee, Mrs. Hansen, requests that whenever possible, applicants for positions telephone for appointments. She will also appreciate it if persons referring applicants to her would advise the applicants to call or write for appointments whenever possible.

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UC MEMBERS PLEASE NOTE

We have been told that the University has requested all employees to have their mail sent to home addresses. We have a number of members for whom we have no home address, so please send in a change of address card to Margaret Mackellar, secretary. This will speed up receipt up your Bulletin.

SCIENCE TECHNOLOGY GROUP PROJECT

The Illinois chapter recently completed an annotated bibliography on methods, procedures and standards for science-technology libraries. This bibliography is issued on 3 x 5 cards and covers the period 1935 through Spptember 1947.

A copy of the index may be consulted by members of this chapter at the University of California Library, Science Reference Service (in Main University Library Building).

The project was instigated by Mrs. Strieby as part of the Science-Technology Group's public relations program and was sponsored by the Illinois chapter. If, after examining the bibliography, you should want a copy for your library, you may purchase it for $3.50 from
Miss Edith Joannes, Abbott Laboratories,
Chicago.

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Vol. 18, no.6 March, 1948

DINNER AT THE PALACE

The J.W. Stacey Co. will be hosts to members of the Chapter for the March dinner and meeting. At the business meeting after the dinner, the chapter will consider and vote on the proposed new Constitution.

If you are unable to come to the dinner please try to come to the meeting as a large vote on the constitution is desired. And you will find the visit to the new Stacey's shop, which has been enlarged to include all fields of scientific publications and technical books, well worth your time.

Date: March 31 (WEDNESDAY)
Time: Dinner a t 6:30
Place: Dinner at the Palace Hotel

Meeting and visit at Stacey's, 551 Market St.

Reservation cards were mailed with the February Bulletin. If any member did not receive a card, or if you were unable to send the card in before the deadline and wish to come, please phone your reservation to Mrs. Thomas, OL 2-8400, ext. 866. A few reservations can still be accepted.

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MARCH METHODS MEETING

SUBJECT: Dissemination of Information-Routing Policies.
This will be a general discussion on circulation of publications by the library. Please bring the forms used in your library.
DATE: March 17 (WEDNESDAY)
PLACE: Conference Room (938) Fire Underwriters' ass'n of the Pacific, Merchants Exchange Building, 465 California St. (Betw. Sansome & Montgomery).

Reservations for this meeting will not be necessary.

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ARCHIVES COMMITTEE REQUEST

Mrs. Marjorie Madison, Chairman of the Archives Committee, requests all former officers and Committee Chairmen to send her any archival material which they may still have in their possession. Large gaps exist in the chapter's files which are needed in writing the chapter history.

Please send the material at your earliest convenience to

Mrs. Marjorie Madison
% Mechanics' Lib. Reference Dept.
57 Post St., S.F. 6

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ABOUT THE NEW CONSTITUTION

At the Chapter business meeting on February 19, copies of the present and the proposed new constitutions of the chapter were distributed. All members not present at this meeting will find copies of them enclosed with this Bulletin. Please read them over before the March meeting and be prepared to offer amendments, if you feel they are needed, and to vote on the new Constitution at the meeting.

The Executive Board which met before the February meeting had an opportunity to examine it and they feel, and we believe the membership will agree, that the new Constitution is an excellent piece of work. Their thanks go to the Acting Committee Chairman, Mrs. Elizabeth Hinkel, and to the members of the Committee for the fine piece of work which they turned out with admirable dispatch.

At the discussion at the February meeting it was pointed out that the new charter was patterned in large measure after the Model Constitution sent out a few months ago by the National Liaison Officer.

Mrs. Uridge outlined at the meeting the background of the revision. The growth of the chapter membership has

necessitated a less personal way of handling much of our chapter business. The inadequate Constitution which we now have makes it difficult for the administrative officer easily to delegate much of this work. Therefore it has been felt for several years that a new one was mandatory. The objective of the Committee was to formulate a charter which would not be too formal but which would have all the necessary details.

At the meeting Mrs. Hinkel pointed out some of the major changes:

Art. III. Officers and Tenure

Because of the increased amount of work involved in the office of Secretary-Treasurer, these offices have been made separate. The vice president, to be in line for the president's office, has been relieved of the heavy job of editing the Bulletin, and that office has been made appointive.

It is the hope of the Committee that their recommendations as to the duties of the following offices will be followed. They were not placed in the Constitution because the Committee wanted it to be a flexible matter:

Vice president to serve as Membership chairman
First director to serve as Hospitality chairman
Second director to serve as Program chairman

Article VI. Meetings

The Constitution makes clear that the June meeting shall be the annual business meeting. Possibly also at this meeting reports on the National SLA Convention can be given, instead of waiting until the autumn.

By-law II

These provisions for subject groups, taken from the Model Constitution, are included because with the growth of the chapter it is only a matter of time until such Groups may be formed.

By-law III

The Hospitality Committee is to entertain speakers and visitors, thus relieving the President of part of her present duties.

By-law IV

The election procedure has been made more formal. Election by written ballot is an innovation, as well as nomination of at least two candidates for each office.

THE COMMITTEE REPORTS

The Constitution Committee wishes to repeat what was said at the February meeting. Revision of the Constitution was based on a model sent out by National, and adapted to meet our local chapter needs. Members are urged to read the proposed revision and to make their comments at the March meeting, at which time the new Constitution will be voted upon.

Meanwhile, criticism will be welcomed by the acting chairman: Elizabeth S. Hinkel, 818 Merchants Exchange Bldg. (SUtter 1-8828).

The chief criticism expressed to date concerns By-Law IV, Section 2(b): "It is advisable to nominate at least two candidates for each office." The criticism made is that such a change from our customary procedure of one slate named by the Nominating Committee, while suitable for larger organizations, where many members are unknown to each other, does not apply to our chapter. (The fact is that we now have over two hundred members and are the fourth largest chapter in SLA). The fear also has been expressed that the nomination of more than one person for an office will result in rivalry and cliques. (The Committee does not believe that this will happen. In the past, we have heard of dissatisfaction with the single slate. The new provision follows the model Constitution of National and would appear to be more democratic).

Another criticism of the proposed Constitution relates to Article IV, Executive Board Authority ... "meeting not less than quarterly." One of our members believes that this provision is arbitrary and that the Board should not be required to meet unless business so demands. (This provision was made by the Constitution Committee to keep the President and Board in close touch by a reasonable number of meetings during the year so that information and advice can be exchanged. Few members, except those who have served in the presidency, relaize how much correspondence and how many reports pass between the President and National headquarters. Quarterly meetings would seem to be a minimum in which to keep officers informed of national activities and the relationship of our chapter to them.

The present constitution is outmoded. Help us to provide a more effective one by being prepared to discuss and vote intelligently at the March meeting.

Elizabeth Hinkel, Chrmn.
Constitution Committee

AMONG OURSELVES

Mrs. Clara Hanchett has retired from library work. Her position as librarian of the California Labor School has been taken by Miss Margaret Segal, whom we welcome as a new member.

Mrs. Rocq and possibly Miss Margaret Hatch and Miss Kathleen Moore plan to attend the National SLA Convention in Washington, D.C. in June.

The Chapter extends a most cordial welcome to the following new members (their addresses will be found on the last page of this Bulletin):

Mr. Alan D. Covey
Miss Barbara Crowley
Mrs. Marjorie Deaner, the new librarian of the Commonwealth Club
Miss Margaret Morley
Mrs. Sarah Wesson, the new librarian of Hunter's Point Naval Lab.
Miss Marian Black
Mrs. Betsy Williams
Mrs. Elizabeth Rouzier
Miss Margaret Segal (see above)
Mrs. Brigitte Clayton
Miss Mary E. Schell

Miss Berna Carlson was married on February 14 to Mr. Joseph Trickett, Dean of the School of Management of Golden Gate College. Miss Carlson will continue her work as librarian of the School of Management.

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NATIONAL SLA CONVENTION PUBLICITY

The National SLA Publicity Committee will soon release, on a nationwide scale, publicity for the June Convention. Mr. Christ, Chairman, is asking all chapters to watch for and clip or note any stories on it appearing in local newspapers and in trade journals, etc. Please send in these clippings or references as you see them to our local Publicity chairman, Miss Saima Swift.

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EMPLOYMENT

A number of positions have been listed with the local Employment Committee. Five of these openings are for catalogers.

If you are interested, please call Mrs. Katherine Hansen, SU 1-7700, ext. 2897 for further details.

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AN EVENING OF MUSIC

The members attending the February meeting at the San Francisco Public Library were treated to such a well-conceived and executed program by a talented group of musicians that we hope we may have a repeat performance sometime. We wish to thank those who arranged the program as well as the performers: Miss Jessica Fredericks, Mr. Edward E. Colby, Mr. Vincent Duckles, and Mr. David E. McDaniel.

The program opened with songs of the early Mission Days, sung by a mixed choir under the direction of Father Rayner Harrington. Miss Geraldine Martino and Mr. Arthur Medi[illegible] then sang a group of early Spanish songs. Mr. McDaniel, who doubled as MC, entertained us with humerous miner's ballads.

Mr. Albert Elkus, head of the Music Department at the University of California interspersed his reminiscences of early San Francisco musicians with excerpts on the piano from original compositions.

The concluding portion of the program by a group of students from the University, was a real excursion into the "theory and practice" of modern music. Miss Carol Weston introduced two young geniuses, Miss Anne Soule and Mr. Charles Duncan, who played and sang their own compositions.

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HAVE YOU SEEN?

Phyllis Anderson called our attention to Miss Isabella Frost's excellent article on her library, Lansing Library Service, in the January issue of Office Management and Equipment. It also has good illustrations.

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TREATMENT OF PAMPHLETS AND CLIPPINGS DISCUSSED

At the February Methods Meeting three aspects of the never solved problem of the treatment of ephemeral materials were presented.

Miss Dorothy Cunningham of Remington Rand demonstrated the proper way of setting up files for housing this material in vertical files to get the best use out of the folders. The "study box", a closed box, was recommended for pamphlets which are cataloged and placed on the shelves with the cataloged books. Miss Cunningham distributed catalogs describing the various files and boxes sold by the company. Of particular interest was the pamphlet "An Information File in Every Library."

Miss Thelma Weber of the S.F. Chronicle Library described the method of handling clippings in a newspaper library.

Mrs. Margaret Butler of the UC Medical School Library reviewed an article by Mr. Melvin Oathout of the Hopkins Transportation Library, in the "College and Research Library" for October, 1947.

This article described a method of handling pamphlet material in a research library. The pamphlets are given a broad classification number. The Cutter no. ZP places this material at the end of the subject group with the books on the shelves. The advantages of this juxtaposition of pamphlets to related books on the same subjects were explained. The simplified method used in cataloging this material was described and would appear to be practical and adaptable in many instances to every type of special library, including the business library.

During the discussion one problem was raised regarding the treatment of reprints of articles from journals, where the library does not have the original journal. Are these catalogued as books or placed on the shelves under the name of the journal in the periodical section? If any member has a good method of handling this type of material, please communicate with Mrs. Fales of the UC Pharmacy School library.

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DO LIBRARIANS QUALIFY?

"Why do we bother about this intangigle feeling of professional calling? Isn't it a purely private matter, of importance exclusively to the person who chooses a career? Not at all. It is essential to the public good we are aiming at. The difference between a job done and a professional service rendered is that the job is relatively easy to judge; the ditch digger has either dug his ditch or he hasn't; his rate of speed or the evenness of the trench can be gauged at a glance. In securing professional aid, on the contrary, you are entirely and forever at the mercy of the practitioner's conscience. You cannot really measure effectiveness even when you think you can. A bad doctor or dentist will patch you up at the cost of later trouble. A bad teacher will cram your child and get him through one or more examinations. But there will come a time when the child's actual ignorance or poor habits of work will show up and stop him.

"Even these considerations are relatively crude: (from a teacher) you want more ... than the removal of so many cubic feet of ignorance; you want a subtle diffusion of good influence. When this effect does take place it is incalculable... It literally has no end, since those affected form the body of a nation playing out its destiny in history."

Jacques Barzun: "Teaching, Job or Profession" in the Ladies Home J.
Professor of Hist., Columbia Univ.

SUPPLEMENT 2 TO MEMBERSHIP DIRECTORY
(Detach this page and add it to your Directory of Members)

NEW MEMBERS

Active

Mr. Alan D. Covey
U.C. Library Photo Service
Mailing address: 3322 Humphrey Ave.
Richmond

Miss Barbara Crowley
Shell Development Co. Lib.
4560 Horton St.,Emeryville 8

Mrs. Helen Brenner
U.C. Radiation Lab. Lib.
Berkeley 4

Mrs. Brigitte Clayton, Ln.
British Information Service
310 Sansome St., S.F. 4

Miss Margaret A. Bird
Graduate School of Business Lib.
Stanford Univ., Calif.

Miss Marian Black
Library of Economic Research
Berkeley 4, Calif

Mrs. Marjorie Deaner, Ln.
Commonwealth Club, Hotel St. Francis
San Francisco 19
(Substitute for Irene Williamson)

Miss Margaret Morley
U.C. Library Catalog Dept.
Mailing address: 2635 Etna St.
Berkeley 4

Miss Dorothy Solt
U.C. Radiation Lab. Lib.
Berkeley 4

Mr. Harry L. Williams
Calif. Research Corp. Library
Richmond

Sustaining

Mr. Frank J. Morrison, Mger.
Technical Book Co., 407 Market, S.F.5

Mrs. Sarah Wesson
Navy Lab. Library, Hunter's Point
Mailing address: 1349Sacramento, S.F.9

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Mrs. Betsy Williams
Lansing Library Service
4th & Jackson
Oakland

- - - - -

Associate

Miss Mary E. Schell
Sacramento City Lib.
Transfer from Indiana Chapter

Miss Margaret Segal, Ln.
California Labor School
240 Golden Gate Ave., S.F.2
(Substitute for Clara Hanchett)

Mrs. Elizabeth Rouzier, Ass'n Ln.
U.S. Dept of Commerce
307 Custom House, S.F. 11

Student

Mr. Samuel Halevy
2600 Ridge Road, Berkeley 4

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CHANGE OF ADDRESS

Mrs. Nello Shelton
SocialWorkers Placement Service
Calif. Dept. of Employment
153 Kearny St., S.F. 8

Mr. John Caswell
Hoover War Library, Stanford Un.,Cal.

Miss Veramae Slaughter
2940 Florence St.,
Berkeley 5

Delete

Miss Lucille Herian
Miss Janet Thomas
Miss Irene Williamson
Mr. Samuel Bloomfield

San Francisco Bay Region Chapter Officers & Committees

President
Mrs. Margaret Uridge
Univ. of Cal. Lib.
Berk.4 ASH.3-6000 ext. 400

Vice-Pres. & Editor
Miss Katherine Karpenstein
Standard Oil Lib. S.F. 20
SU. 1-7700 ext. 164

Secretary-Treasurer
Miss Margaret MacKellar
Metropolitan Life Ins. Co.
S.F. 8 DO. 2-7000

Executive Board Member
Miss Nellie Larson
U.S. Dept. of Agric. Lib.
Berk. 4 ASH. 3-8310

Archives Committee
Mrs. Marjorie Madison
Standard Oil Co., S.F. 20
SU. 1-7700

Duplicate Exch. Committee
Miss Elizabeth Nutting
Shell Dev. Co., S.F. 6
EX. 2-5400 ext. 299

Employment Committee
Mrs. Katherine Hansen
Standard Oil Lib., S.F. 20
SU. 1-7700 ext. 287

Hospitality Committee
Miss Alba Eldredge
U.C. Dental Lib., S.F. 22
MO. 4-3600

Membership Committee
Miss Betty Holden
Fed. Res. Bank, S.F. 20
SU. 1-8420 ext. 98

Methods Committee
Miss Phyllis Anderson
Pan American Airways, So. S. F
JU. 7-8361 ext. 366

Press Relations Committee
Miss Saima Swift
Henry J.Kaiser Co.,Oakland 12.
TW. 3-4600

Program Committee
Mrs. Dorothy Thomas
Paraffine Co., Emeryville 8
OL. 2-8400 ext. 866

Union List Committee
Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
EX. 2-3075

San Francisco Bay Region Chapter Bulletin
welcomes your contributions and comments.
Write or call the editor or her assistants.

San Francisco
Bay Region Chapter

BULLETIN

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol.18, no.7 April, 1948

A DATE TO REMEMBER

At the April meeting the chapter will entertain the University of California School of Librarianship class in Special Libraries. The Shell Oil, Shell Patents, and Shell Development Libraries in San Francisco will be visited.

The librarians of these libraries and the librarian of the Shell Development Library in Emeryville, will speak on the general organization of the companies, the need for four libraries and the relations among them.

Mr. Leland Cutler of the Stanford Research Institute will speak on the advantages of membership in SLA.

Our special guest will be Miss Anne Lovaas, the SLA scholar. Please come to welcome her.

WHEN: Thursday, April 22, 7:30 p.m.
WHERE: Shell Building, 100 Bush St., S.F.
Assemble in the foyer.
RESERVATIONS: Please make reservations by April 19.
San Francisco members call Mrs. Margo Westgaard, UN 1-0842
East Bay members call Mrs. Dorothy Thomas, OL 2-8400

OUR FOREIGN SCHOLAR

Miss Anne Lovaas, the SLA foreign scholar, who arrived in Berkeley April 5, will be here about a month. She will spend about two weeks at the University of Calif. International Relations Library on the Berkeley Campus. For the remainder of her visit she will visit in the Bay area.

During her stay she will be at the International House on the Berkeley Campus. If you have a car and would like to invite her on trips, please write her at the International House. We shall all have an opportunity to meet her at the April meeting when we visit the Shell libraries in San Francisco.

COMPILING BIBLIOGRAPHIES TOPIC OF APRIL METHODS MEETING

The subject of the April Methods Meeting is "Compiling Bibliographies." The following members will contribute to the general discussion: Miss Ethel Blumann, Miss Ethelreda Davis, Miss Constance Hoover, Miss Nellie Larson, Mrs. Elizabeth Roth, Miss Alleen Thompson, and Miss Mary L. Waller.

Each member who attends is asked to please bring sample bibliographies prepared in her library.

DATE: Thursday, April 15
TIME: 6:30 p.m.
PLACE: San Francisco Business Branch Library, 629 Russ Building

Reservations are not necessary for this meeting.

THE AMERICAN LIBRARY IN PARIS

The collection of clothes sent to the American Library in Paris in November was gratefully received. Mr. Ian F. Fraser Director, in his reply to Miss Sara Barcus who supervised the collection, wrote: "Your packages of clothing are a God-send to people who have been making old things do for many years. If the members can send more things, yardage, yarn, thread, needles, etc., would be very useful, rather than more clothing, since this first shipment was so very generous for your group. Our biggest problem in administering this Library is the grave shortage of books. If your members could send us some of their newish and popular books when they are through reading them, it would enable us to render greater service. I know that it is bad manners to make an additional request in a letter of thanks, but I know you will understand how badly we need help of all kinds, if we are to maintain this outpost of American culture in Paris."

Arrangements are being made to send another package, sending those items which have been especially requested. Miss Isabella Frost (HI 4-4711) will collect or receive the material for the East Bay members. Mrs. Margaret Rocq (SU 1-7700, ext. 2945) will receive or pick up the material for the San Francisco members. As we have an APO number to use for this shipment, which can be up to 70 lbs., new materials can be sent without the necessity of payment of duty. If you prefer to donate money for the purchase of material, Miss Frost will accept it.

Miss Constance Hoover will pack and ship the material for us. The deadline for donations is April 16.

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UNION LIST ANNOUNCEMENT

Miss Harriet Collopy announced at the last chapter meeting that letters from the Union List Committee will be in the mails in a couple of weeks, along with slips to be filled in for the Union List compilation. The form has been greatly simplified so that each library will be able in a short time to record its periodical and newspaper holdings and return the filled-in slips promptly.

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AMONG OURSELVES

Mrs. Dorothy Williams, a past president of the S.F. chapter, has retired from library work to raise a family. Her position as librarian of the Anglo California Bank has been taken by Miss Margaret MacKellar.

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EXHIBIT FOR NATIONAL CONVENTION

The S.F. chapter has been asked to contribute an exhibit at the June National Convention in Washington. Miss Isabella Frost, who will be in charge of the exhibit, which is the one she prepared two years ago for the joint CLA-SLA meeting at Coronado, requests that contributing libraries bring the sample forms used in the exhibit up-to-date. If you have a new or revised form, please send it in. Also please send in new copies of your literature digests or publications lists, in place of the 1946 lists now in the exhibit.

Please send in this material to Miss Frost by April 15, or as soon thereafter as possible.

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NEW MEMBERS

The San Francisco Bay Region chapter extends a cordial welcome to the following new members:

Miss Elaine Boylan — Active
Gen'l Headquarters SCAP
APO 500, % P.M., S.F.

Mrs. Flora, Critchlow, Chief Librarian,
Veterans Administration Hospital, Box 662
Livermore, California

Mr. Richard Cutter — Active
University of California Library
General Reference Service
Mailing address: 1201 Oxford St.,
Berkeley 9

M. Albert Croutch — Student
2600 Ridge Road, Berkeley

Miss Florence Dornback — Student
Univ. of Calif. School of Librarianship
Berkeley 4

Miss Mary E. Fleck — Active
495 3d Ave., Apt. 12
San Francisco 18
(Transfer from New York)

Mrs. Ruth Steiner — Assoc.
Univ. of Calif. Library Catalog Dept.
Berkeley 4

Miss Virginia Sweinhart, Ln. — Active
Columbia Steel Co., Russ Bldg., S.F. 6

Miss Mildred Young, Ass'n Ln. — Active
Engin Lib., Mining Sub-Branch
Univ. of Calif. Hearst Min.Bldg.,Berkeley 4

Two new Institutional Memberships have been received:

Lansing Library Service (Miss Isabella Frost, Librarian), Oakland
Naval Laboratory Library (Mrs. Sarah Wesson, Librarian), S.F.

DINNER AND VISIT TO STACEY'S

The Chapter extends its thanks to Mr. W.L. Butler, president of J.W. Stacey, Inc., Mr. E.G. Gonsalez, manager, and to the members of the staff for the dinner and visit to their store on March 31. As one member wrote, we feel that Stacey's should be congratulated for being such wonderful hosts. We enjoyed every minute of it. The kindness and friendliness of the staff members at the dinner, as well as their hospitality at the store were especially appreciated.

As all of you may not have been apprised of the scope of their publication, "New Technical Books at Stacey's", we should like to bring it to your attention here. This bi-monthly annotated book list covers all titles of books as published by all publishers in the country, in the field of technology. It is the only one of its kind in the country and because of the descriptive annotations and coverage, should prove valuable as a book selection aid. All members of the chapter are being placed on the mailing list and it is sent to a large number of engineers, architects and other company officials. Librarians who have asked to receive several copies to distribute among company officials would do well first to check with the various department heads, to prevent duplication. However, additional copies will be sent to librarians on request. Suggestions for additions to the mailing list will also be acted on.

ADOPTION OF THE CONSTITUION

At the March business meeting the members adopted the Constitution and By-Laws as drafted by the Constitution Committee: Mrs. Elizabeth S. Hinkel, Chairman, Miss Elise Hoffman, Mrs. Margaret Rocq, Miss Veronica Sexton, and Mrs. Margaret Uridge. The proposed Constitution had been submitted to the membership at the February meeting. The vote on the Constitution, with Amendment as set forth below, was: 104 for; 0 against. Following adoption of the new charter, the old constitution was repealed unanimously.

Members have been supplied with a copy of the Constitution as it was proposed. To bring your copy up to date, please add date of adoption (Mar.31,1948) and substitute the Amendment as given at the bottom of this page.

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MARCH METHODS MEETING

"Dissemination of Material - Routing Polici was the topic of the March Methods Meeting. Miss Holden described the methods used in the Federal Reserve Library, Mrs. Reinero those of the PG & E, and Miss Hatch those of the Metropolitan.

Miss Eugenia Ironside of Shell Oil and Miss Sadie Uglow of Standard Oil discussed the magazine digests prepared by those libraries. Miss Ironside also described the method of filling the digest requests for her library, and Mrs. Catherine Jones the system in use at Standard.

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OAKLAND LIBRARY PRESENTS BOOK REVIEWS

The Oakland Public Library staff began on Mar. 30 a series of weekly book reviews given at 8 p.m. in the Children's Room of the library. The program for the remainder of April is: April 13 - Youth in a Changing World; April 20 - Two Routes and One Goal; April 27 - Exploring the World of Nature and Science.

If you are interested in receiving a complete list of coming programs, please send in your name and address to Miss Andrews, Personnel Office, Oakland Public Library, Oakland 12.

The series will continue weekly thru June 1.

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Tear off and paste over Article II. Membership, on your copy of the Constitution

ARTICLE II. Membership.

Membership eligibility	Members in good standing of the Special Libraries Association shall become affiliated with the San Francisco Bay Region Chapter by residence or by request, as set forth in Article II of the constitution of Special Libraries Association.

TRANSLATION PROJECT

The members of the San Francisco Chapter are no doubt familiar with the idea of the "Union Card Index of Technical Translations" which the Science-Technology group is promoting. The Committee on this project has asked me to call the attention of the Chapter members to this activity, and enlist the cooperation of eveyone who has translations in his files, or has need for translations.

The following points are emphasized:

1. Everyone who has translations made within his company is urged to submit promptly an accurate and full bibliographical record of all translations available on loan or otherwise, to: Mrs. Miriam Landuyt
   Research Librarian
   Caterpillar Tractor Co.
   Peoria 8, Illinois

2. Translations of reputable translations agencies are already being included and should not be added to the lists submitted.

3. There are now over 2000 cards in the SLA and about 5000 cards in the files of Caterpillar Tractor Company, in whose library the SLA file is kept.

4. SLA members should be encouraged to use the services of this file, by writing to Mrs. Landuyt before undertaking a translation, to see if the translation has already been made.

In order that the Committee may be guided in the successful direction of this project, the reactions of the members of this Chapter to the following items are solicited:

1. How many will make use of such a service as it is now proposed?

2. How many will be willing to furnish to the project the necessary information on translations in their files?

3. How many would be willing to pay $50 for a set of cards listing the translations but not the source of the translations? (This would entail writing to the keeper of the Master File for information on any one translation. Reason: Many companies refuse to participate if their names appear on the cards).

4. How many not willing to pay $50, would pay $25 for a set? It would be remembered that a translation may cost from $10 to $100, whereas an available translation may be purchased for several dollars or obtained on a loan basis at no charge.

The reaction to these items and any other comments from our members would be of considerable help in the guidance of this project. Please let me hear from you as soon as possible.

For those who want further information on this project, please refer to SPECIAL LIBRARIES, October, 1947, p. 268-269 for a complete description, or write Mrs. Landuyt or Mr. R. H. Hopp, Battelle Memorial Institute, 505 King Ave., Columbus 1, Ohio.

Thanks very much for your cooperation.
Margaret D. Uridge, President,
S.F. Bay Region Chapter, SLA

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HAVE YOU SEEN?

"What Does a Business Librarian Do?" by Edwin T. Coman, librarian of the Stanford School of Business Library is a feature article of the CALIFORNIA LIBRARY BULLETIN, March, 1948, p. 92-94. Mr. Coman emphasizes that every business librarian must have a flair for statistics, since he will constantly receive requests for data concerning production, inventories, or sales. We recommend this article to every business librarian and to new recruits.

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San Francisco Bay Region Chapter Officers & Committees

President
Mrs. Margaret Uridge
Univ. of Cal. Lib.
Berk.4 ASH.3-6000 ext. 400

Vice-Pres. & Editor
Miss Katherine Karpenstein
Standard Oil Lib. S.F. 20
SU. 1-7700 ext. 164

Secretary-Treasurer
Miss Margaret MacKellar
Metropolitan Life Ins. Co.
S.F. 8 DO. 2-7000

Executive Board Member
Miss Nellie Larson
U.S. Dept. of Agric. Lib.
Berk. 4 ASH. 3-8310

Archives Committee
Mrs. Marjorie Madison
Standard Oil Co., S.F. 20
SU. 1-7700

Duplicate Exch. Committee
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Shell Dev. Co., S.F. 6
EX. 2-5400 ext. 299

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SU. 1-7700 ext. 287

Hospitality Committee
Miss Alba Eldredge
U.C. Dental Lib., S.F. 22
MO. 4-3600

Membership Committee
Miss Betty Holden
Fed. Res. Bank, S.F. 20
SU. 1-8420 ext. 98

Methods Committee
Miss Phyllis Anderson
Pan American Airways, So. S. F.
JU. 7-8361 ext. 366

Press Relations Committee
Miss Saima Swift
Henry J.Kaiser Co.,Oakland 12.
TW. 3-4600

Program Committee
Mrs. Dorothy Thomas
Paraffine Co., Emeryville 8
OL. 2-8400 ext. 866

Union List Committee
Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
EX. 2-3075

San Francisco Bay Region Chapter Bulletin
welcomes your contributions and comments.
Write or call the editor or her assistants.

San Francisco
Bay Region Chapter

BULLETIN

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 18, no.8 May, 1948

"UNESCO AND YOU" SUBJECT OF MAY MEETING

Dr. Wallace W. Hall, Executive Secretary of the California Teachers Association, Bay Section, will speak on the subject "UNESCO and You" at the May meeting. As you know, the Pacific Regional Conference on UNESCO will be held in San Francisco May 13-15. The program is grouped under five heads: Education, Communication, Human and Social Relations, Cultural Interchange and Natural Sciences. In addition to Dr. Hall's speech, the SLA representatives to the meeting will report briefly on the section meetings which they will have attended.

WHEN: Wednesday, May 19

TIME: 6:30 p.m.

WHERE: Marconi's Restaurant,
241 Pine St., S.F.

Price: $2.30 (includes tax and tip)

RESERVATIONS: Please make your reservations by Friday, May 14.
S.F. members call Mrs. Margo Westgaard, UN 1-0842
East Bay members call Mrs. Dorothy Thomas, OL 2-8400

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DUPLICATE EXCHANGE LISTS SENT TO MORE THAN SIXTY LIBRARIES

Miss Nutting reports that the Spring Duplicate Exchange Lists were sent to 60 libraries in the Bay Area, the largest circulation of the lists to date. In addition 20 copies were sent to Los Angeles and several to the Puget Sound Chapter. The latter hopes to be able to send reciprocating lists to S.F. next Autumn. In addition the lists are also being sent by request to the library of the Air University at Maxwell Field, Alabama.

Miss Nutting has received a special letter of thanks from Mr. Spector, who is organizing the library of San Quentin, for the material sent by the members, from the duplicate exchange list. This is the first time in the institution's ninety-six years of existence that a trained professional librarian has been placed on the staff, and the contributions are greatly appreciated.

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ELECTIONS AND JUNE MEETING

Enclosed with this Bulletin is an official ballot for the election of officers of the chapter for 1948-49. Please mark and mail your ballot as soon as conveniently possible.

Announcement of the results of the election will be given at the last, (the business meeting), of the year, June 24. The meeting will be held at the Army and Navy Club and will be preceded by a social hour.

REPORTS ARE DUE MAY 28 -- PLEASE

All officers and committee chairmen are requested to send in their annual reports to the vice-president by May 28 for inclusion in the June chapter bulletin.

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ALA REORGANIZATION APPROVED IN PRINCIPLE BY CHAPTER BOARD

A proposal for the reconstituting of the American Library Association as a Federation of National Library Associations including Special Libraries Association, was prepared by Milton Lord, president-elect, as a contribution to the work of the ALA Fourth Activities Committee, and was considered at the Council of National Library Associations on April 23.

A letter from Mrs. Strieby as SLA representative to the Council was received by Mrs. Uridge, asking the chapter to discuss the proposal either in a general

meeting or at a chapter board meeting, to guide her in making comments. As the request was not received in time to be considered at the regular chapter meeting, the proposal was considered at a board meeting on April 7th.

In resume, the proposal was as follows: The new organization would be governed by an Executive Board constituted by five elected officers of the federation together with one representative from each member association. The functions of ALA would then be:

1. Administration of the membership process, including issuance of a house organ for all ALA members.
2. Public relations for library interests in general.
3. National relations.
4. International relations.

ALL OTHER FUNCTIONS WOULD BE DELEGATED TO THE MEMBER ASSOCIATIONS.

ALA would meet every four years as an association. State, local, regional, functional and subject groups would determine the frequency of their own meetings.

Comprehensive ALA membership dues would be:

Local or area chapters	$2.00
State associations	3.00
National associations	10.00
(The last to be divided:	
General national membership	$5.00
Membership in a national association on a functional basis or a subject basis (as SPecial Lib. Assn)	5.00)

For the sake of comparison, it was recommended that the report of the committee in the ALA Bulletin for March be consulted. The editor has a copy of the Bulletin and will be glad to lend it to nonmembers of ALA who have not already seen it.

The chapter board approved the proposed reorganization in principle, with the following recommendations: 1. That the name of ALA be changed under the new set-up. 2. That the question of dues payments be clarified.

At the date of writing the Bulletin, no word has been received regarding the outcome of the discussions at the Council meeting on April 23.

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HOW OLD IS YOUR LIBRARY?

The Public Relations Committee wants to write a story on the oldest Special Library in the Bay Area. They know of one which has been in existence since 1902, and they want to know if there is one older than that. Please call Miss Swift, Committee chairman, if your library was organized before 1902.

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SLA PANEL AT CLA SANTA CRUZ MEETING

The Golden Gate district, California Library Association, meeting in Santa Cruz on May 15, will have as its subject "The Free Port". As San Francisco has recently been established as the third free port in the United States, this is a topic of particular interest to us.

The chapter has been honored by being asked to present a half-hour panel discussion on the "Collection and Handling of Ephemeral Material in the Field of International Trade."

Mrs. Katherine Hansen will serve as moderator, and the speakers and their topics will be: Ann Burnett, Foreign Trade Material; Barbara Hudson, General Sources, and Harriet Collopy, Transportation and Shipping and their Implications to Agriculture.

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NATIONAL CONVENTION NEWS

In addition to the members listed in previous bulletins, Miss Isabella Frost, Miss Wilma Waite, and Miss Marian Wickline will attend the national convention in Washington, D.C.

Mrs. Uridge has been asked to participate in the program on the evening of the meeting devoted to Chapters. Her topic of discussion will be Chapter Manuals.

The National Executive Board, in session March 18-20, considered seriously

the question of operating costs of SLA. Due to greatly increased prices for supplies, printing "Special Libraries", rent and operations, the Board recommended that Associate membership dues be raised from \$2 to \$4; Active from \$5 to \$7, and Institutional from \$15 to \$20. This entire question will be discussed and voted upon by the membership at the annual business meeting on June 11 at the national convention. If the increase is approved, the new rate would be effective Jan. 1, 1949.

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NEW MEMBERS

The Chapter extends a most cordial welcome to the following new members:

ACTIVE

Miss Patricia Burke
1909 Lake St. (Transfer from N.Y.)

Miss Mary Eakin
Univ. of Calif. Forestry Dept.
Mailing address: 2601 Le Conte, Berk. 9

Mr. Elliott Hardaway, CI & E
Gen'l Hdq. SCAP, APO 500, % P.M. S.F.

ASSOCIATE

Miss Naomi Anderson
Univ. of S.F. Library
Mailing address: 1250 Masonic Ave.

Mrs. Irma Goldner
Stanford Univ. Lib., Doc. Dov.

Miss Selma Sullivan
Stanford Univ Lib., Doc. Div.

Mrs. Marylyn Yearing
Lansing Lib. Service
4th & Jackson, Oakland 9

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MEETING AT SHELL LIBRARIES

Members of the Special Libraries class at the University of Calif. School of Librarianship were guests of the chapter at the April meeting and visit to the Shell libraries in San Francisco. We were also happy to welcome Miss Anne Lovaas, the Special libraries association foreign scholar who was visiting in the Bay area.

Mr. LeRoy Merritt, chairman of the meeting, introduced the speakers. Miss Dorothy Krisher, librarian of the Shell Oil libraries explained the general organization of the Shell companies and of Royal Dutch Shell, the parent company. The Shell Oil Library was organized in 1919 and serves primarily the personnel in the San Francisco Offices.

Miss Thelma Hoffman described the services of the Shell Development Co. library in S.F. The staff of ten, nine of whom are chemists, devote over half of their time to work relating to patents. She described the procedure for the three types of searches which they make: patentability, state of the art, and validity. These searches may take the time of one person from three weeks to six months. The staff also does work for chemical engineers who design plants and equipment and evaluate processes; for the administrative staff; for the group engaged in economic research, and for the four plants of Shell Chemical Corp. Miss Barbara Crowley of the Shell Development Co. library in Emeryville discussed the work of that library, which serves the chemists in the laboratories. A staff of ten includes five chemists.

Mr. LeVern Cutler, librarian of the Stanford Research Institute, spoke on the "Dynamics of Special Librarianship". He stressed the need to explore photographic, mechanical and electronic aids for reproduction of printed materials.

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MRS. WILLIAMS WRITES ON BANK LIBRARY

Have you seen the articles by Dorothy Williams on the "Library of the Anglo California National Bank of San Francisco" in the Spring issue of the Financial Group Bulletin of SLA?

Mrs. Williams drew upon her varied experience in organizing four libraries in fourteen years to describe this bank library which she set up two years ago. The article emphasizes the value of inter-library loans to supplement the resources of a business library. "It is essential for the librarian to be acquanited with the resources of other business libraries within the vicinity ... The Anglo Bank has an active membership in the Special libraries association ... which means a great deal to the library."

Mrs. Williams has long been a member of the Bay Region chapter. She has actively participated in the work of our various committees in the local chapter and was chapter president in 1941. She recently retired from library work, but we are glad

to have her assurance that she will continue her interest in the Association and the profession.

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SLA STUDENT LOAN FUND AVAILABLE TO MEMBERS

If you are planning to attend a library school next Fall and need some financial assistance, you will be glad to know about the Association's Student Loan Fund This fund is available to persons who have been members of Special Libraries Association for at least one year prior to the loan.

Preference is given to persons employed in a special library or to persons with satisfactory experience in a special library who wish to further their education in librarianship or to carry on the first year of study in an accredited library school, who show promise of accomplishment, and are judged capable of making specific contributions to the library profession.

The amount of the loan is not to exceed $500. If you are interested, write directly to the Chairman of the Student Loan Fund, Mrs. Margaret Rocq, Standard Oil Library, 225 Bush St., S.F. 20.

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APRIL METHODS MEETING SUGGESTS COMMITTEE ON UNIFORM CITATION

One of the points raised at the April Methods Meeting on "Compiling Bibliographies" was the need for the development of a uniform system of citations in bibliographies. This need appears to be particularly evident in the field of science , where cryptic abbreviations seem to be the rule rather than the exception.

The speakers included Miss Ethelreda Davis, who reported on an article in the November, 1939, "Special Libraries", on the general requisites of a good bibliography; Miss Alleen Thompson, who described the bibliographies made in the Lansing Library Service Library; Miss Ethel Blumann, who discussed the form to be followed in bibliography making. References included Mr. Peyton Hurt's "Bibliography and Footnotes", a style manual recommended by the University of California for reports and theses, and now in the process of revision. She also described the various bibliographical lists issued by the Oakland Public Library, including its quarterly mimeographed "Publications of Interest to Government Officials" and its annual "Foreign Trade List", issued in cooperation with the Oakland Chamber of Commerce.

Mrs. Butler called attention to a particularly useful recent manual: "The Scientific Paper - How to Prepare it - How to Write it", by S.F. Trelease.

Miss Larson described the U.S. Dept. of Agriculture libraries' procedures for compiling bibliographies. Miss Hoover described the "Continuous Bibliographic Service" open to anyone on the research staff at the Columbia University Medical School, and outlined in "College and Research Libraries" for July, 1947.

Mrs. Roth discussed the problem of library indexing in subject fields in which the necessity to refer quickly to articles on current subjects is inadequately met by printed indexes and bibliographies.

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AMONG OURSELVES

Bay Area librarians are becoming regular globe trotters, as the following items indicate.

Miss Nellie Larson is leaving June 1 for a two-months vacation in Sweden.

Miss Phyllis Anderson recently returned from a vacation in Mexico, and

Miss Sadie Uglow has left for an extended stay in Australia.

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SHARE THROUGH CARE

The San Francisco Committee for CARE wishes to bring to your attention the work of this association. Through CARE'S non-profit service, a package is delivered at a cost of ten dollars, delivery guaranteed or your money refunded. If you do not know anyone in Europe, CARE in cooperation with its over-seas member agencies will choose a needy person for you. Why not adopt a librarian? Many interesting and valuable friendships have been formed by this gesture of international goodwill.

The local address of the Committee for CARE is 444 Market St., SU 1-1585.

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BAY AREA INDUSTRIAL EXPOSITION

Miss Eugenia Ironside of the Shell Oil library has accepted the chairmanship of the chapter's Exhibit Committee for the Bay Area's Industrial Exposition, July 2-9, to be held in San Francisco. Assisting will be Isabella Frost, Elise Hoffman, Mary Kathleen Moore, Margaret Rocq, Saima Swift, Dorothy Thomas, and other members as they are needed.

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San Francisco Bay Region Chapter Officers & Committees

President
Mrs. Margaret Uridge
Univ. of Cal. Lib.
Berk.4 ASH.3-6000 ext. 400

Vice-Pres. & Editor
Miss Katherine Karpenstein
Standard Oil Lib. S.F. 20
SU. 1-7700 ext. 164

Secretary-Treasurer
Miss Margaret MacKellar
Metropolitan Life Ins. Co.
S.F. 8 DO. 2-7000

Executive Board Member
Miss Nellie Larson
U.S. Dept. of Agric. Lib.
Berk. 4 ASH. 3-8310

Archives Committee
Mrs. Marjorie Madison
Standard Oil Co., S.F. 20
SU. 1-7700

Duplicate Exch. Committee
Miss Elizabeth Nutting
Shell Dev. Co., S.F. 6
EX. 2-5400 ext. 299

Employment Committee
Mrs. Katherine Hansen
Standard Oil Lib., S.F. 20
SU. 1-7700 ext. 287

Hospitality Committee
Miss Alba Eldredge
U.C. Dental Lib., S.F. 22
MO. 4-3600

Membership Committee
Miss Betty Holden
Fed. Res. Bank, S.F. 20
SU. 1-8420 ext. 98

Methods Committee
Miss Phyllis Anderson
Pan American Airways, So. S. F.
JU. 7-8361 ext. 366

Press Relations Committee
Miss Saima Swift
Henry J.Kaiser Co.,Oakland 12.
TW. 3-4600

Program Committee
Mrs. Dorothy Thomas
Paraffine Co., Emeryville 8
OL. 2-8400 ext. 866

Union List Committee
Miss Harriet Collopy
S.F.Pub.Lib. Business Br.
EX. 2-3075

San Francisco Bay Region Chapter Bulletin
welcomes your contributions and comments.
Write or call the editor or her assistants.

SAN FRANCISCO
BAY REGION CHAPTER

BULLETIN

Special Libraries Association

Miss Mary K. Moore
NBC Music Library
420 Taylor St., S.F. 2

OFFICIAL BALLOT 1948

Special Libraries Association, San Francisco Bay Region Chapter

After marking this ballot, please fold it in half, staple the bottom, seal in enclosed envelope, and return to Miss Elizabeth Holden, Federal Reserve Bank Library, 400 Sansome St., S.F. 20, who is serving as Election Committee Chairman. This envelope has your name and address on the outside and states "Official Ballot."

To be valid, ballots must reach the Election Committee Chairman not later than 9:30 a.m., Monday, June 21st.

PRESIDENT - 1 yr.

____ Miss Phyllis Anderson Active
Pan American World Airways, So.S.F.

VICE-PRESIDENT (President-Elect) - 1 yr. (Membership Chairman)

____ Miss Margaret F. MacKellar Active
Anglo Calif. Nat'l Bank, S.F.

____ Mrs. Dorothy M. Thomas Active
The Paraffine Companies, Emeryville

TREASURER - (To serve one year this time)

____ Mrs. Jane Pope Fales Active
Pharmacy Library, Univ. of Calif., S.F.

____ Miss Signe R. Ottersen Active
U.S.Dept. of Agriculture, S.F.

SECRETARY - 2 yrs.

____ Miss Alleen Thompson Active
Lansing Library Service, Division of Safeway Stores, Inc., Oakland

FIRST DIRECTOR - 2 yrs. (Hospitality Chairman)

____ Mrs. Alta M. Kirkland Active
Southern Pacific Co., S.F.

____ Miss Ruth V. Wingfield Active
Shell Development Co., Emeryville

SECOND DIRECTOR - (To serve one year this time) (Program Chairman)

____ Miss Saima Swift Active
Henry J. Kaiser Co., Oakland

These nominations have been made in accordance with the 1948 Constitution and By-Law IV of the Special Libraries Association, S.F. Bay Region Chapter.

The Nominating Committee

Margaret Butler
Elizabeth Holden
Dorothy Williams, Chairman

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 18, no. 9 June, 1948

GREET THE NEW OFFICERS AT THE JUNE MEETING

At the annual business meeting on June 24 the election returns will be announced by the Election Committee (Miss Elizabeth Holden, Chrm., Mrs. Margaret Butler, Miss Eida Perez and Mrs. Mary P. Dayton). We hope a large number will come to greet the new officers for 1948-49. The several delegates to the national SLA Convention in Washington will give us the highlights of the meetings they attended there from June 5-11.

WHEN: June 24, Thursday
Time: 6:30 p.m. social hour
7 p.m. dinner & meeting
WHERE: Army & Navy Club, 10 Annie St
(Alley opp. Palace Hotel)
Price: $2.80 (incl.tip & tax)

RESERVATIONS: Please make your reservations by June 21, 4 p.m.
S.F. members call Mrs. Margo Westgaard, UN 1-0842
East Bay members call Mrs. Dorothy Thomas, OL 2-8400

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PLEASE NOTE the new address of the Army & Navy Club. It is now on Annie St., the alley alongside the Palace Hotel.

PREPARATIONS FOR THE BAIE

Preparations are being made for what is expected to be the most comprehensive exhibit of the resources of Northern California, the Bay Area Industrial Exposition at the San Francisco Civic Auditorium July 2 to 9. Many of Northern California's major manufacturing firms will exhibit their products manufactured here. The Exposition is under the sponsorship of the San Francisco Junior Chamber ofCommerce.

The Chapter will have a 20-foot booth for exhibit space. It is planned to have a model special library supplemented by large displays describing what the association is and its work. The Committee is asking for book lists, bibliographies, and other types of publicity that you are using in your libraries which may be used for display purposes for this exhibit. This material should be sent to Miss Eugenia Ironside, Shell Oil Library, S.F.

Members will be asked at the June meeting to volunteer to assist at the booth. The committee will need and appreciate help from as many members as possible.

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MORE ON THE"OLDEST LIBRARY"

"To date three library have reported 'oldest' libraries. If there are other librarians who believe their library is the oldest, please get in touch with me. The deadline is June 11. The oldest library to date is 1876. We still should like to hear from you even though your library is not this old; it still could be the oldest in a particular field."

Saima Swift, Chrm.,
Press Relations Committee

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PERSONNEL WORKSHIP DISPLAY

The faculty of the School of Management, Golden Gate College, 537 Market St., cordially invites you to attend the first western showing of the American Management Association's PERSONNEL WORKSHOP, from June 7 to 11, 9 to 6, and June 12, 9 to noon.

Last year American industry spent more than fifty million dollars to publish house organs, employee handbooks, annual reports, guide books, company histories, job evaluation plans, rating forms, specimen union contracts, and other management reports. More than 18,000 of these have been hand-picked from 1,100 companies for this display.

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AMONG OURSELVES

The chapter extends a most cordial welcome to the following new members:

Miss Rosemary Miller, Army Lib'n
H.Q. 24th Inf. Div., Spec.Serv.Sect.
APO 24, % P.M., S.F. Active

Miss Edith Rich Active
Univ. of Utah Lib., Technical Dept.
Salt Lake City, Utah

Miss Isabelle T. Anderson
Univ. of Utah Medical Lib.
Salt Lake City, Utah (Tr. from Minn.)

Watch for the article on Special libraries association by Mrs. Hinkel and Miss Burnett, to appear in the June issue of the CLA Bulletin.

At the SLA convention in Washington Miss Frost has been chosen to give the response to the welcome at the opening night banquet. Mrs. Uridge and Miss Frost will also participate in the preconvention round table discussion on what employers want in the way of training for special

librarians in library schools. Miss Holden will participate in the Federal Reserve Institute and Mrs. Rocq will speak at the business meeting. In addition to the members previously listed as attending the convention, Miss Theodora Larsen of the Alameda Public Library plans to attend, thus bringing to eight the number of members from this chapter going to the convention.

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MAY MEETING ON UNESCO

At the May meeting Dr. Wallace W. Hall spoke to the group on the work of UNESCO, outlining both the short term and long range program of the Council. He recommended that as librarians we arrange displays of UNESCO printed materials, that as individuals we participate in programs for educational reconstruction of devastated areas, and that as members of our communities we help in every way we can to eliminate causes of tension arising from racial, religious, and social differences among the various groups in our communities. As a concrete example he solicited the help of the group by writing to Congressmen Martin and Halleck asking them to report out of Committee the Federal Aid to Education Bill (HR 2953), legislation directly in line with the expressed aims of UNESCO.

Mrs. Hildegarde Millar, as the chapter's representative to the recent Pacific Coast Regional Conference on UNESCO, reported on the Communications Section meetings, to which she was a delegate. She quoted Mr. Cory's recommendations as to the part which librarians and libraries can take in the program of UNESCO. These are, in brief: 1. Strengthening of existing organizations of communication; 2. Demanding comprehensive and balanced information; 3. Bringing together by librarians and libraries, leaders and organizations now in existence, for joint action -- acting in other words, as a clearing house and forum for discussion.

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REPORTS OF OFFICERS AND COMMITTEES, 1947-48

REPORT OF THE PRESIDENT:

Greetings from St.Louis and points East! This will in no way be a formal report of the year, for I am in the throes of composing an extensive one which will go to Miss Leonard and Mrs. Stebbins for the official files of the Assocation. A copy of that report will also go into the Chapter president's file for the edification and commisuration of succeeding chapter presidents.

You will also be able to read in this issue of the Bulletin the reports of the various Committees, which really tell of the accomplishments of the chapter better than the president can report them. There are several things I would like to say, however.

First is a very sincere vote of thanks and appreciation to my fellow officers for their able assistance, good advise and unfailing good-humor, even when I became pontifical (as I am sure I did upon occasion!)

Then to the many loyal cooperative members who willingly took on the jobs of Committee Chairmen, and so reliably and enthusiastically carried on these jobs, I tender a deep sigh of gratitude -- if it had not been for you, our job would have been heavy. Also, to the many members who helped these chairmen as committee members, I say: "Wasn't it fun? It was for me! Muchas gracias!"

You might be interested, as I was, in a bit of statistics compiled for the above-mentioned official report. The chapter this past year had 12 standing committees with 45 members, and 7 special committees with 36 members, with approximately 24 of the total of 81, new to active participation in the work (and fun!) of our chapter. I only hope they all learned as much, and enjoyed it as much as I did, and that next year even more of the newer and younger members will be able to "get in on the doing."

To quote one paragraph of the aforemention official report: "The cooperation received and the active participation achieved were outstanding, at least in the experience of this President. Never before have I had the privilege of working with such an alive, dependable and actively cooperative group, and any accomplishments of the year are directly traceable to this multi-member assistance."

I could go on mentioning the successful compilation and acceptance of the new Constitution; the outstanding programs we had during the year; the stimulating Methods Meetings; the hard work and success of our Exhibit at the Chemical Exposition; the readable and promptly issued Bulletins; the splendid increase in membership -- etc., etc., through all the 19 committees and their work -- but those of you who were able to attend meetings already know about that. However, I think we all feel more closely knit to the National Association as a result of the visit of Mrs. Strieby and Lura Shorb to our Regional Conference in July of 1947, and the visit of Anne Lovaas, the SLA foreign scholar, in April of this year.

I regret that I will not be able to be with you at the last meeting of the year.

To the incoming officers for 1948/49

the best wish I can give is that you have as enjoyable and educational a year as I was blest with.

Cordially,
(Mrs.) Margaret D. Uridge, President
S.F. Bay Region Chapter

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REPORT OF THE VICE-PRESIDENT & EDITOR

Nine numbers of the Bulletin and three sets of mimeographed postal cards were issued at a total cost of about $80. This includes the pro rata cost for the chapter for the 1947 Pacific Coast Regional Conference Proceedings issue of some 17 pages, and the designing and mimeographing of the covers for the Bulletin, both of which were done by a commercial firm. The remaining 8 numbers were mimeographed by courtesy of Standard of California. The mailing list averaged about 300 per issue.

The editor thanks Miss Jean Rice and Mrs. Elizabeth Roth for help in mailing. We hope that next year's officers and committee chairmen will continue the fine record set by this year's group in submitting copy for the Bulletin, and we take this opportunity to thank this year's group for their cooperation.

Respectfully submitted,
Katherine Karpenstein
v.-p. & ed.

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REPORT OF THE SECRETARY-TREASURER

RECEIPTS

Balance in Wells Fargo Bank 7/21/47	$62.91
Budget from N.Y., National 7/28/47	74.91
Local dues	9.00
Charges for uncancelled reservations, Oct. 11 luncheon	11.50
Donations for Chemical Exposition	155.00
Budget from N.Y., National, 2/3/48	92.00
	$404.61

DISBURSEMENTS

Bulletin	$71.47
Convetion Proceedings	37.21
Local dues	9.00
Chages for uncancelled reservations, Oct. 11 luncheon	10.44
Chemical Exposition Exhibit	170.61
Miscellaneous (supplies,postage, scrapbook, etc.)	33.05
	$331.78
Balance in Wells Fargo Bank, May 19, 1948	$72.83

MEMBERSHIP

	Paid	Unpaid	Total
Institutional	11		11
Sustaining	2		2
Student	5	2	7
Active	119	16	135
Associate	63	10	73
Total			228

Respectfully submitted,
Margaret F. MacKellar
Secretary-Treasurer

REPORT OF THE ARCHIVES COMMITTEE

Achievement of Committee: 1. Reorganized Archives material, discarding great quantities of extraneous and duplicate material; 2. Brought up-to-date history begun by H. Millar; 3. Filled out Annual Archive Reports requested by National Committee from 1924 to date; 4. Compiled lists of Officers and Committee Chairmen by years of office from beginning to date, as completely as possible.; 5. Procured "S.L.A. Archives" stamp and stamped all material.

Recommendations: Archives Committee: 1. Recommend that it have both Chairman and Vice-Chairman, latter to become automatically Chairman; 2. That Annual Archives Report to National and for chapter be submitted in July; 3. That Committee discard extraneous and duplicate material and consolidate it in file. Check with Officers and Committee Chairmen for material which should be sent in in July; 4. List missing material and make every effort to complete broken files.

Recommendations: Material to be sent to Archives Committee Regularly: Reports of all officers and committees to be sent at same time sent to President; Membership Lists; Secretary's Minutes of meetings, including Executive Board Meetings; Bulletins; Methods Meeting material, the same.

Recommendations :Procedure Manuals: Duplicate copies should be in Archives.

Recommendations :Bulletin: Copies should be sent to Archives Comm. Chrm. regularly; 8½x11" size should be adopted; Every effort should be made to obtain missing issues; Bulletins should be bound, as it is essential to have a complete permanent file.

Recommendations :Archives file should be housed in a closed box at Mechanics Institute Library.

Recommendations :Exhibit Material should be reorganized. However this does not come underthe scope of the Archives Committee.

Respectfully submitted,
Margaret Hatch
Thelma Hoffman
Marjorie P. Madison, Chrm

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DUPLICATE EXCHANGE COMMITTEE REPORT

Thanks to the increasing interest of chapter members, the Committee was able to widen the scope of its activities in several respects thisyear. As usual, two issues of the Duplicate Exchange List were published. More organizations than ever before sent in contributions, and judging from the number of requests received for copies of the lists, it would seem that we have just about attained the maximum useful distribution of our lists.

Efforts to cooperate with the other two Pacific Coast chapters continued. Enough copies of the lists for efficient circulation were sent to the Southern California chapter and a similar number of the Spring list to the Puget Sound chapter. The former has not found a way to reciprocate yet, as they have been unable to put out lists such as ours, but the Puget Sound chapter expects to publish a list later this year and promises us a number of copies. The number of requests received from both these chapters for material shows that interest in this activity is general and that, where facilities for publishing them is available, the response is most encouraging. Our chapter isfortunate in that it has been possible for the last few years to have mimeographed lists made without expense to the chapter.

While we on the Pacific Coast have found it difficult to participate in the work of supplying material to libraries in war-torn countries, the committee has been able, at least, to send copies of our duplicate lists to various individuals and institutions whose needs have come to the attention of members of our organization in various ways.

The survey conducted by the committee at the close of last year's work produced several very useful suggestions upon which we have tried to act. The general feeling at that time seemed to be that the exchange of material resulting from participation justified the work involved.

Respectfully submitted,
Elizabeth Nutting, Chrm.

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REPORT OF THE EMPLOYMENT COMMITTEE

Applications: 73 new applications & renewals; 46 from this area and 27 from outside California.

Positions: 50 openings were listed:
10 for librarians to be in charge of a library (3 filled by SLA; 3 filled by other sources; 4 still open).
18 for ass't librarians (6 filled by SLA; 8 filled by other sources; 1 cancelled; 3 still open).
11 for clerical ass'ts (1 filled by SLA; 5 filled by other sources; 2 cancelled; 3. still open).
8 for temporary positions (5 filled by SLA; 3 still open).

In addition 3 positions in nonlibrary work were listed, none of which we were able to fill.

positions were not filled because applicants were either not qualified or not interested because of low salaries or location or because the jobs were junior level.

Some efforts in library promotion were made by the Committee and other members of the chapter, but undoubtedly a great deal more can be done in this direction.

Respectfully submitted,
Katherine M. Hansen, Chrm.

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REPORT OF THE HOSPITALITY COMMITTEE

The Hospitality Committee has had a most pleasant year. We were able to meet the new members at small dinner parties before the meetings. In this way we all became better acquainted. Our other objective was to make name cards. These were worn by all the members at the regular meetings or used as place cards at dinner meetings. This resulted in a wider acquaintanceship and congenial atmosphere.

Respectfully submitted,
Alba Eldredge, Chrm.
Eugenia Ironside
Dorothy Clark
Herberta Faithorn
Ardel Thompson
Sara Barcus

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REPORT OF THE MEMBERSHIP COMMITTEE

During the year there have been 19 transfers from other chapters; 7 transfers to other chapters; resignations, dropped and unaffiliated members have totaled 12.

As a result of the year's experience, the committee would like to make the following suggestions:

Because of the time lag in connection with receiving final membership cards and information from National Headquarters, there seems to be an unnecessary amount of uncertainty at the end of the year as to the exact number of paid and unpaid members. This results in a membership count of dubious correctness, both as to the Gavel Award and for the chairman's end-of-the-year figures.

It would be helpful if new members were required to send their application blanks and checks to local chairmen for forwarding to National. This would enable the chapter to keep a much more currently correct membership figure. It would of course actually be an advantage if old members, too, paid their dues directly to the chapter treasurer.

It would also help if the chapter chairman were furnished each year with the membership count used by National in the Gavel Award check-up.

If this Award is to be seriously contended for, there should be more publicity about it during the year. If members understood how the count is made, they would probably be more aware of the advisability of paying dues ahead of the deadline.

Because of changes under our new constitution and the new prominence of the Gavel Award, the Membership Committee Procedure Manual should be revised before

next year's membership activities are under way.

Respectfully submitted,
Elizabeth H. Holden, Chrm.

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REPORT OF THE METHODS COMMITTEE

The series of informal meetings inaugurated in February 1947, to provide round-table discussions of pertinent special library problems, included the following topics this year:

September:
Personnel relations
October:
Ordering publications
November:
Job evaluation (Speakers were Messrs. Douglas Bryant, Ass't lib'n, U. of Calif. and Boynton Kaiser, Chief Personnel officer, U. of Calif.
February:
Handling of pamphlet and vertical file material
March:
Dissemination of information - Routing policies
April:
Compiling bibliographies

An average of 35 have attended each meeting, and it is believed that the interest in such a program merits its continuance.

The Committee thanks Mrs. Elizabeth S. Hinkel for making available the Conference room of the Fire Underwriters' Ass'n of the Pacific, and Miss Harriet Collopy for the use of the Business Branch of the San Francisco Public Library; and the many members who participated in the topics presented.

Respectfully submitted,
Mrs. Margaret M. Butler
Miss Mary Elsie Caruso
Miss Ethelreda Davis
Miss Mary Lewis Waller
Mrs. Elizabeth Williams
Miss Phyllis Anderson, Chrm.

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REPORT OF THE PRESS RELATIONS COMMITTEE

A plan for more publicity was developed and presented to the Executive Board at the October meeting. Following out the plan a project is now under way to determine the oldest special library in the Bay area and to prepare a story for a newspaper in the Bay area when the project is finished. Three libraries have reported "oldest" libraries to date.

A scrapbook of all past publicity was assembled and exhibited at the Chemical Exposition in November.

Excellent publicity was given to the Association regarding the Pacific Coast Regional Meeting last July, and the coming National Convention in Washington.

Respectfully submitted,
Saima Swift, Chrm.

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REPORT OF THE PROGRAM COMMITTEE

The following meetings of the chapter were held in 1947-48:

October - Tour of the University of California Cyclotron, Radiation laboratory and Library. After the tour a luncheon was held at the Hotel Durant where Miss Frost and Miss Holden reported on the June SLA Convention.

November - Mr. Gilmartin of the Pacific Telephone & Telegraph Co. spoke on "Commercial Forecasting" and a movie of the "Telephone Hour" was given at a meeting held at the San Francisco Public Library.

January - Visit to the new library of the California Research Corporation in Richmond, preceded by dinner at the Hotel Mac.

February - Program of songs and instrumental music of the Far West. Arranged by Miss Jessica Fredericks and the Music Library Association, at the San Francisco Public Library.

March - Dinner given by J.W. Stacey, Inc. at the Palace Hotel followed by a tour of the book store.

April - Visit to Shell Development libraries in San Francisco.

May - Dinner at Marconi's with a talk on UNESCO by Wallace W. Hall, and reports by Mrs. Millar and Mrs. Uridge on the UNESCO meeting.

June - Dinner and business meeting at the Army and Navy Club, S.F.

The average attendance, excluding the June meeting, was forty-four.

It was suggested by Mrs. Stebbins last year that a dinner be given with each member's employer as guest. This

was considered and discussed very thoroughly. It was finally decided to shelve the idea.

If it is possible to get an expression from the membership on the type of programs they prefer, and whether they want or do not want dinner meetings at the present prices, this information would be helpful to next year's program committee.

Respectfully submitted,
Peter McCormick
Berna Carlson
Margo Westgaard
Dorothy M. Thomas, Chrm.

- - - - -

REPORT OF THE UNION LIST COMMITTEE

The Union List Committee met with the Executive Committee to discuss the problem of editing a new edition of the "Union List of Serials of the San Francisco Bay Region." At this meeting it was decided that there is a definite need for the Union List but, because of the lack of full-time volunteer assistance and adequate finances, it would not be possible to publish another volume in the same detailed form as the earlier editions.

It was suggested that we experiment with a complete new edition, simplified in form and listing periodicals with dates of holdings only, omitting the transactions and proceedings of the various societies. The membership approved this plan at the November meeting and agreed to submit their holdings on the forms to be supplied early in 1948.

In April forms were mailed to forty-three libraries. To date, eighteen libraries have returned the slips giving the requested information.

The committee will hold its first meeting on Tuesday evening, May 25, and begin thework of filing and sorting. We plan to call upon the members who volunteered their assistance at the November meeting. With their generous cooperation, the committee looks forward to the completion of the second edition of the "Union List of Serials of the San Francisco Bay Region" in the early Fall.

Respectfully submitted,

Harriet Collopy, Chrm.
Elizabeth Holden
Agnes Reinero
Margaret Rocq
Report dated May 20, 1948

- - - - -

LOOK BACK AT YOUR MAY BULLETIN!

Have you mailed in your ballot? If not, please do so now,
and make easier the work of counting votes for
the Election Committee. Make unnec-
that last minute rush of work for the
Committee.

SAN FRANCISCO

BAY REGION CHAPTER

BULLETIN

September, 1948

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

Vol. 19, No. 1.　　September, 1948

SEPTEMBER MEETING

Date: Thursday evening, Sept. 16, 1948.

Program: Dinner, Shattuck Hotel, Shattuck Ave. and Allston Way, Berkeley.
Time: 6:15 p.m.
Price: $2.20 (includes tip and tax

Conducted tour of University Press 2120 Oxford St. (corner of Oxford and Center Sts.) Berkeley.
Time: 8:00 p.m.

Transportation: San Francisco members-- Take F train (Shattuck Ave.) at Terminal. Get off at Bancroft Way. Oakland members - Take #4 street car or No. 51 or 58 bus. Get off at Shattuck Ave. and Allston Way.

Reservations: To have been made by Sept.14.

PRO OR CON DINNER MEETINGS?

Dinner meetings have been discontinued because of high costs. Some members feel they are missing a personal contact that is not possible otherwise, and would like this type of meeting resumed. The Program Committee asks you to express your opinion by filling out the form below and mailing it to:

Saima Swift
1732-6th Ave
Oakland 6, Calif

Please indicate preference and mail by Sept. 30.

1. Should we have dinner meetings?
    Yes
    No
2. How many?
    1 or 2 each year.
    3 or 4 each year.
    More

Other comments:

CHAPTER STOREROOM

Miss Mary Kathleen Moore is now storing our exhibit material. Her address is 1126 Taylor St., San Francisco. Please contact Mrs. Marjorie Madison, SU 1-700 if you have exhibits you would like stored, and she will arrange for moving the material. This storage is only for exhibit material. Correspondence and historical information is stored in archives at Mechanics' Institute, San Francisco.

SLA CHAPTER BULLETINS

A back file of all SLA Chapter Bulletins recived by our Chapter Bulletin Editor will be available for permanent reference in the Library of the School of Librarianship, Univ. of California. Bulletins for the coming year are to be retained by the Editor for reference until June, 1949.

MEMBERSHIP

Our Chapter was third in membership increases (26.1%) during the last Convention year, May 31, 1947 to May 20, 1948. The Western New York Chapter won the Gavel Award with a 61.0% increase, and the Philadelphia Chapter placed second with a 27% increase. Let's bring the Gavel Award to San Francisco in 1949.

New Members:

Mr. T. Q. Billett, Librarian,
The Sacramento Bee
Sacramento 4, Calif. (Active)
Groups: Newspaper; Museum.
Transferred from the Phila.Chapter.

Miss Leona M. Alexander
Oakland Public Library, Reference Dept.
Oakland, Calif.　　(Assoc.)

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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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[illegible]

[illegible]

[illegible]

[illegible]

Mrs. Alice F. Pinegar, Libr.,
Shell Agricultural Lab. Library,
P.O. Box 1531,
Modesto, Calif.
Groups: Newspaper; Museum.
Transferred from Phila.

Miss Ruby G. Porter, Army Libr.,
Special Services Section,
24th Div., APO 24,
C/O Postmaster, San Francisco, Cal.
Groups: Business; Hospital & Nursing Librarians.
Transferred from Puget Sound Chapter.

MEMBERSHIP CHANGES

Miss Vera-Mae Slaughter,
P.O. Box 3237,
San Francisco, Calif.
From Assoc. to Active.

AMONG OURSELVES

Miss Sadie Uglow is now in the U. S. Department of the New South Wales Library.

Miss Lillian Stauffer has been with the Psychosomatic Library, 450 Sutter, San Francisco, as Librarian, since June.

Miss Thelma Taylor, formerly Librarian of Shell Agricultural Laboratory, Modesto, is now Mrs. J. Van Overbeek and is living on Route 5, Box 887a, Modesto. She has resigned from Shell.

Miss Caroline Martin, Miss Patricia Burke, and Mrs. Betty Roth have recently joined the Library at Standard of Calif.

SAN FRANCISCO BAY REGION CHAPTER OFFICERS AND COMMITTEES

President:

Miss Phyllis J. Anderson
Pan American World Airways
San Francisco, Calif.

Vice President: (President-Elect)

Mrs. Dorothy Thomas
The Paraffine Companies
Emeryville

Treasurer:

Miss Signe R. Ottersen
U. S. Dept. of Agriculture
Library, S. F. Branch

Secretary:

Miss Alleen Thompson

First Director: (Hospitality)

Miss Ruth V. Wingfield
Shell Development Co.
Emeryville

Second Director: (Program)

Miss Saima Swift
Kaiser Company
Oakland

Archives Committee:

Mrs. Marjorie Madison
Standard Oil Company
San Francisco

Bulletin:

Editor: Mrs. Elizabeth B. Roth
Standard Oil Company
San Francisco

Advertising Mgr.:
Miss Katherine Karpenstein
Standard Oil Company
San Francisco

Duplicate Exchange Committee:

Miss Elizabeth Nutting
Shell Development Company
San Francisco

Employment Chairman:

Miss Margaret MacKellar
Anglo-California National Bank
Head Office, San Francisco

Methods Committee:

Miss Berna M. Carlson
School of Management
Golden Gate College

Union List Committee:

Miss Harriet Collopy
S. F. Public Library
Business Branch

SAN FRANCISCO CHAPTER--JUNE MEETING ARMY-NAVY CLUB, SAN FRANCISCO

At the June meeting, Katherine Karpenstein presided, and introduced the new National Officers from this Chapter: Margaret Hatch, Board of Directors; Isabella Frost, Chairman, and Harriet Collopy, Secretary, Business Group; Margaret Rocq, Chairman of the Student Loan Fund; Thelma Hoffman, Vice Chairman, Science and Technology Group; and Elizabeth Hinkel, Vice Chairman of the Insurance Group.

Betty Holden described pre-convention meetings in Washington and the Federal Library Institute--tours of government libraries from the Library of Congress to the Department of Agriculture, Commerce, and Labor libraries, and the Government Printing Office. Stuart Rice, Asst. Dir. in charge of Statistical Standards, Bureau of the Budget, spoke on the functions of the Division of Statistical Standards, both national and international. Margaret Rocq described the business sessions of the SLA, its accomplishments and its plans for the future. She said Mrs. Strieby had stressed concern with the Association's structure and the danger of its becoming a federation of overlapping groups. Since membership has tripled since 1931, Mrs. Strieby recommended (1) a larger governing body (2) that members know more about the doings of the Association as a whole, and (3) that 1 or 2 meetings of the Advisory Council be held outside New York each year. Mrs. Rocq urged the San Francisco chapter's interest and participation in the SLA national convention in Los Angeles in 1949.

Isabella Frost discussed the meetings of the Membership Committee. One subject discussed was the form of the membership card, which will be simplified. She mentioned Ruth Savord's statements on recruitment:"We should only ask those actively engaged in library work to become members. .. The chapter membership committee should pick and choose with care. There should be standards for membership and two sponsors for each member. . ." The Business Group meetings at which Ruth Fine, Librarian of the Bureau of the Budget presided, were two in number--one a joint meeting with the Advertising, Finance, Insurance, and Social Science groups. The subject discussed was Current Developments in Statistical Services of the Government. One important service is the publication Economic Indicators, first out in May, 1948, a time saver, to have under one cover, graphs, charts and statistics on prices, employment, production and finance. The second meeting was with the Finance Group and Social Science Group. It was a panel discussion on the economic implications of the ERP. The last meeting was the Business Session, where it was unanimously recommended that the incoming chairman appoint a committee to present a constitution in June, 1949, to indicate the scope, function, and purpose of the Business Group.

One of the most interesting meetings Miss Frost attended was the Group Relations Meeting. Ruth Savord spoke emphatically ". . . We are now at the crossroads. What is our structure? The chapter leadership should instill members with the importance of national problems. The individual groups need to be better defined. Groups with good leadership succeed. Those without, do not. There are now 14 groups--6 organized on form lines and the others along subject lines. We must decide which it shall be ... I prefer form association--banks, corporations, government, institutions, newspaper and publisher--these may be subdivided. The Organization has grown out of bounds, and the reorganization needs to be done now. (See Miss Savord's article in May--June Special Libraries Bulletin.)

Miss Frost participated in the Employers Evaluation of Training for Business Librarians, a panel discussion between employers and librarians. They felt a

well-defined recruitment program should begin in high school vocational conferences, and that opportunities in business librarianship should be presented by the librarian with other business representatives--other specialists--in, forinstance, personnel and industrial relations, advertising, purchasing. They felt that when the announcement was made in high school, "All those interested in library work, please stay and ..." that the best prospects were not interested.

JOINT MEETING
PACIFIC COAST CHAPTERS SLA

PLACE: Santa Barbara DATE: Saturday
Oct. 9,1948

PROGRAM: Luncheon (Approx. $2.25)
Followed by Meeting for SLA
members only.

This meeting will be devoted to plans for the National Convention at Los Angeles, June, 1949; to cooperation between the Chapters to make the convention a real success; to plans for a SLA regional bulletin, regional directory, and duplicate exchange. Dr. Hazel Pulling, National Convention Chairman, will be there to tell us progress to date. Margaret Hatch, our Chapter's first National Director, will bring us the national SLA viewpoint. We hope many of our Chapter members will be present to participate enthusiastically in laying the groundwork for a great convention next June.

This joint meeting at Santa Barbara, Oct. 9, is held, as in previous years, on the last day of the annual meeting of the California Library Association. Several of the CLA programs on Oct. 7 and 8 are of interest to Special Librarians--mechanical and visual aids in operation of a library, photography of library materials, public relations and publicity programs, college and university section meeting on library surveys.

TRANSPORTATION: By train: The Noon Daylight seems the best choice. Round Trip is $15.53. Leaves S. F. at 12:15, arrives Santa Barbara, 7:30 P.M.

Car pool: Anyone who is driving and can take passengers, and anyone who wants a ride, please get in touch with Mrs. Margaret Uridge, University of California Library, AS 3-6000, Ext. 627.

Preliminary program of CLA and hotel information will be distributed at the September 16th meeting of SLA at the Shattuck Hotel.

Elizabeth H. Holden
Margaret Hatch
Isabella M. Frost
Margaret M. Rocq, Chariman,
Conventions Committee

* * *

SAN FRANCISCO

BAY REGION CHAPTER

BULLETIN

October, 1948

Special Libraries Association

SPECIAL LIBRARIES ASSOCIATION
SAN FRANCISCO BAY REGION CHAPTER BULLETIN

October, 1948.

l. 19, No. 2.

OCTOBER MEETING

ate: Wednesday evening, Oct. 20, 1948.
7:00 PM

rogram: Discussion on Inter-Library Loans
San Francisco Public Library
Civic Center
Commissioners' Room, 4th Floor

Speakers:

Mrs. Margaret Uridge, University of California

Miss Helen Kearney, Librarian, Berkeley Public Library

Miss Theodora Larsen
Librarian, Alameda Public Library

Mrs. Alma Wintle, Circulation Dept
Oakland Public Library

Miss Thelma Reid,
State Library, Sacremento.

A representative of the San Francisco Public Library.

Please come prepared to ask questions and join in discussion.

SEPTEMBER MEETING

Miss Phyllis Anderson, President, presided at the first meeting of the year, held September 16, 1948, at the Shattuck Hotel, Berkeley. The President keynoted the year with the phrase, "Broadening Our Horizons." and read the objectives of the SLA. All chapter officers and commitee chairman present were introduced (see next page) to the membership, and gave brief descriptions of their work and future plans. Anne Burnett read a letter from SLA President Rose Vormelker, asking that all chapters and members remember our press and public relations program, requesting all news be sent to Theodora Larsen for transmittal to the national publicity chairman, Robert Christ, Duke University. Margaret Uridge read three letters from the American Library, Paris, thanking the membership for materials sent them last Spring. Shall we repeat this project?. Miss Eugenia Ironside, Chairman of the Bay Area Industrial Exposition Special Libraries Association Exhibit, described the collection and the obvious successful impression made by the exhibit.

The tour of the printing and publishing house, the University of California Press, followed, conducted by Mr. Albert J. Biggans, Sales Promotion Manager, and Mr. August J. Fruge, Associate Manager. Both confessed to membership in our profession.

SLA members, numbering 45, with half again as many guests, followed the routing of a manuscript after its acceptance for publication--that is, we attempted to follow, even though the size of the group, the noise of the machinery, and the number of most interesting processes going on, competed with Mr. Biggans' and Mr. Fruge's excellent descriptions. A manuscript, after acceptance by the Editorial Board, is edited, costs estimated, its book form designed (type face, paper, format, etc.), then Linotyped. Galley proofs are run and corrected, page proofs run and revised by the author, and finally the final form is "locked up" for the regular presses, some of which can make as many as 3500 impressions per hour. The particular press in operation fascinated us all-as each impression came off the roller, it was dried by a flaming bar drawn its entire length, and a spray of wax was shot between each sheet as it fell into the pile. The cutting, folding, sewing departments followed--then binding hand done. The financial side of a University Press were outlined also by Mr. Biggans.

CHAPTER COMMITTEE APPOINTMENTS

ARCHIVES
Mrs. Marjorie Madison, ch., Standard Oil
Miss Constance Hoover, Langley Porter Clinic
Miss Veronica J. Sexton, Calif. Acad. of Sciences

EMPLOYMENT
Miss Margaret Mac Keller, ch, Anglo-Calif.
Mrs. Elizabeth S. Hinkel, Fire Underwriter Assn
Mrs. Katherine Hansen (ex officio) Standard Oil Co.

LIBRARY SURVEY TEAM
Mrs. Lois Bryant
Miss Isabella Frost, Lansing Library Service
Miss Edna Ralston, Mare Island Navy Yard
Miss Margaret Hatch, Metropolitan Life Ins
Chairman to be announced

OSPITALITY
Miss Ruth Wingfield, ch., Shell Dev. Co.
Miss Barbara A. Crowley, Shell Dev. Co.
Miss Wilma Waite, Education Lib., U.C.
Miss Anne Avakian, U.S. Dept of Agric
Miss Elise Hoffman, Golden State Co.
Mrs. Jane Fales, U.C. Med. Lib
Miss Alba W. Eldredge (ex officio) U.C. Med. Lib

EMBERSHIP
Mrs. Dorothy Thomas, ch., Paraffine Co.
Miss Barbara A. Crowley, liaison with Hospitality committee
Miss Ellen Cornish, Oakland Public Lib
Mrs. Frances Jenkins, U.C. Lib
Miss Mary Elise Caruso, U.S. Veterans Adm
Miss Margaret Bird, Grad. School of Bus., Stanford
Miss Elizabeth Holden, (ex officio) Fed. Res. Bank

OGRAM
Miss Saima Swift, ch., Kaiser Co.
Mrs. Mary P. Dayton, Calif. Pack. Co
Miss Leona M. Alexander, Oakland Pub. Lib
Mrs. Alta Kirkland, Southern Pacific Co
Mr. LeVern W. Cutler, Stanford Research Inst
Mr. Herman K. Spector, Calif. State Prison, San Quentin
Mrs. Dorothy Thomas (ex Officio) Paraffine Co.

PUBLIC RELATIONS
Miss Theodora Larsen, ch., Alameda Free
Miss Ann Burnett, World Affairs Council
Miss Mary C. Baker, NAS., Alameda
Miss Saima Swift (ex officio) Kaiser Co.

DUPLICATE EXCHANGE
Miss Elizabeth Nutting, ch., Shell Dev.

METHODS
Miss Berna Carlson,ch,Golden Gate College
Mrs. Elizabeth Williams, Lansing Lib
Miss Patricia Golton, Giannini Lib., U.C.
Mrs. Mary Dayton, Calif. Pack. Corp
Miss Phyllis Anderson (ex officio) Pan American Airways

UNION LIST
Miss Harriet Collopy, ch., S.F. Pub. Lib. Business Branch
Miss Elizabeth Holden, Fed. Res. Bank
Mrs. Agnes Reinero, P.G.&E
Mrs. Margaret Rocq, Standard Oil Co

MANUAL REVISIONS
Mrs. Margaret Uridge, ch., U.C. Lib
Miss Isabella Frost (advisor)Lansing Lib
Miss Anne Avakian, U.S. Dept of Agric
Miss M. Kathleen Moore, KNEC
Mrs. Elizabeth S. Hinkel, Fire Underwriters

CONVENTIONS
Mrs. Margaret Rocq, ch., Standard Oil
Mrs. Margaret Uridge, U.C. Lib
Miss Margaret Hatch, Metro. Life. Ins.
Miss Elizabeth Holden, Fed. Res. Bank
Miss Isabella Frost, Lansing Lib

FINANCE
Miss Signe R. Ottersen, ch,Dept of Agric
Miss Dorothy Hayes, Bank of America
Miss Elizabeth Holden, Fed. Res. Bank
Miss Margaret Mac Kellar (ex officio) Anglo-Calif Bank

BULLETIN
Mrs. Elizabeth Roth, ch.,Standard Oil
Miss Patricia Burke, Standard Oil
Miss Eugenia Ironside, Shell Dev
Miss Margaret Strong, Documents, U.C.
Miss Lillian Stauffer, Psychosomatic Lib
Miss Elizabeth Muenscher, U.C. Lib
Miss Katherine Karpenstein (ex officio) Standard Oil

ADVERTISING.
Miss Katherine Karpenstein, Standard Oil

MEMBERSHIP

New:

Miss Mary Catherine Baker, Librarian
Naval Air Station
Alameda, Calif

Trans. from L. A. Chapter. (San Diego Naval Hospital Library)

Miss Virginia Berberian, Univ. of Calif.
689 Santa Rosa
Berkeley, Calif C/O Mrs. Thunen

Trans. from N. Y. Public Library Catalog Department

Miss Sarah A. Cranmer
Melrose Br., Oakland Public Library
4805 Foothill Blvd
Oakland, Calif

Trans. from N.Y. (in school)

Mrs. Marda Liggett Evans, Oakland Public Library
2708 College Ave
Berkeley, Calif

Trans. from N. Y.

Marie Hayes, Order Dept., Univ. of Calif.
15 Arlington Court,
Berkeley, Calif

Miss Rose Vainstein
2130 Ashby Ave
Berkeley 5, Calif

Trans. from L. A. Chapter

Resignations:

Mrs. Ruth Steiner, Cat. Dept., Univ. of Calif.
Assoc., 1948. Resigned

Miss Mildred Young, Engr. Library, Univ. of Calif.
Married and moved to N.Y.

Mr. J. F. Cassidy, Cal. Research Corp. Library.
Retired

MEMBERSHIP (cont)

Mr. Albert Croutch
2600 Ridge Road
Berkeley, Calif
Student
Moved to N.Y., Cornell University

Official Register:

Please send all address changes both residence and professional to Editor before Nov. 15 for listing in new register.

AMONG OURSELVES

Thelma Hoffman is now in New York, organizing a library for Shell Chemical Co.

Miss Berna Carlson, Librarian, School of anagement, Golden Gate College, San Francisco, has been editor of the book review page of Western Industries, a San Francisco monthly, since April, 1948. Miss Carlson selects the books, arranges for reviewers, browbeats them into meeting the deadline (may your editor could get some tips) and writes brief reviews of pamphlets and articles.

Note: ontributions such as these to trade and professional publications play a vital role in developing and disseminating library information. Consult with Miss Theodora Larsen, your Public Relations hairman, for suggestions in writing up your activities and achievements.

Mrs. Katherine Hansen retires from Standard Oil Library the end of this month. to assume the role of the young matron--that is, to run a house full time instead of part time as she has done for the last few years.

News of the marriage of Mary Gotzenberg, Bureau of Public Administration Library, U. of Cal., on Aug. 7, 1948, to Harold V. Landers, of Berkeley, has been received. We understand Mrs. Landers will remain with the Bureau. Congratulations to the Landers.

SPECIAL LIBRARIES IN THE NEWS

The Agency Library Can Be A Creative Weapon, writes Rita Allen, Librarian of Newell-Emmett Company, advertising agency. "One way to keep ahead of competition is to channel all new information to interested parties without awaiting requests ... Since we belong to Special Libraries Association, many sources of material normally barred to others are available to us, and through us to executives of the agency." Files kept are: Copy file--containing carbons of all copy written, whether used or not. Picture file--clippings and photographs from all sources, subject filed. Industry File--corporation and financial reports. Advertising file--data on comparable agency billing, advertising association activities, placement information. Client File--all research reports for clients down through the years.

Printers' Ink   Sept. 10, 1948. p. 60-63.

Business Literature of the Business Library, monthly bibliography of the Business Library, Newark Public, for September, 1948, lists recent publications, "Finding Facts for Business."

1949 CONVENTION

Will you be a '49er in June? A hundred years too late to garner gold, but not too late to gain untold wealth in recreational and professional stimulation at SLA convention, Los Angeles, June 12-18. Reservations are now being accepted by Miss Katherine Laich, Administrative Office Los Angeles Public Library.

The 1949 Convention was the main topic of discussion at the Joint Meeting of the Los Angeles, San Francisco, and Puget Sound Chapters of the S. L. A. held last weekend at Santa Barbara, following the C. L. A. Convention. Seventy-five members and guests were at the luncheon, with Miss Eva Louise Robertson, President of the Southern California Chapter, presiding. She introduced the guests, who were: Dr. Louis Stieg, Director of Library Science and Librarian of U. S. C.; Mr. Harold L. Hamill, Librarian of the Los Angeles Public Library; Miss Mabel R. Gillis, Librarian of the California State Library; Mr. Howard M. Rowe, Retiring President of C. L. A.; Dr. J. Periam Danton, Dean of the School of Librarianship, University of California; and Mr. Edwin T. Coman, incoming President of C. L. A. Miss Robertson also introduced the President of the San Francisco Bay Region Chapter, Miss Phyllis Anderson, and Miss Ellen M. Lundeen, President of the Puget Sound Chapter.

When Miss Margaret Hatch, National Director of C. L. A. was introduced, she emphasized the opportunity for closer relationship and more active participation by the Pacific Coast Chapters in the National organization through the convention next year and through the Western representation now on the National Board.

Miss Hatch urged all members to read the September, 1948 issue of Special Libraries, which contains a summary of the Fountain Report on the Headquarters Survey, Miss Ruth Savord's paper suggesting the reorganization of the groups, and the President's message requesting comments on these proposed National association changes. Miss Hatch spoke of plans to keep the Pacific Coast membership informed about National activities, and asked in turn that the chapters keep her informed of their wishes relating to the National Association, so that she can better represent them.

Since the scheduled speaker, Mr. Thomas B. DeMott, was unable to attend, Mr. Harold L. Hamill, Librarian of the Los Angeles Public Library, spoke on "Public Relations of S. L. A. at the Coming Convention." He suggested that we ask ourselves the question: "Is an elaborate public relations campaign worthwhile?" Mr. Hamill believes that the answer might very well be, "No." In setting up a public relations program, we should first

onsider the group which we are trying to nfluence. Rather than a broad-coverage ublication campaign, a program directed oward a special group, our employers, ould be more effective. As an example, e mentioned that the individual librarian n Los Angeles would have a golden opportunity to arrange a meeting between her mployer and librarians in the same field rom other areas. The employer would earn first-hand of library practice in ther organizations similar to his own.

n the discussion, Mrs. Edith Francis, rought up the importance of pre-convention riefing of the members. Dr. Hazel Pulling, 949 Convention Chairman, said that convention releases are being sent to all hapter editors for each bulletin. Margaret atch urged that the membership be prepared to take full advantage of the ossibilities of the convention. She roposes to combine information about ational activities with the convention elease material sent out by the Convention ommittee.

fter Miss Robertson turned the meeting ver to Dr. Pulling, the committee members ere named, their responsibilities described . tentative schedule of meetings and programs outlined, and the Committee Chairman resented plans to date:

ospitality: Members of the S.F.Bay Area hapter and the Puget Sound Chapter are rged to serve with the Southern California hapter on this Committee, especially with he Welcoming Committee, at the reception unday night, June 12th.

ccommodations: The Biltmore Hotel will e headquarters. Accommodations will be vailable in other hotels at a varied cale of prices.

egistrations: It is planned to have a imple method of registering and the Los ngeles Chamber of Commerce will supply lerical help and information desks. Pre-convention registering for both local and ut-of-town members is being arranged. he two other Coast chapters are asked to ign up for the registration, and information desks, and the SLA booth if only for short periods, so that they can be open the maximum number of hours.

Transportation: The New York Central is running a tour which will arrive in Los Angeles, Saturday, June 11.

Information: There will be an information desk equipped to answer questions concerning local libraries, points of interest, and tours.

Programs: No convention theme has been selected. Dr. Pulling is welcoming suggestions for the theme and for programs. Group Program plans and speakers will be arranged for by the Group Chairmen. Volunteers from the S. F. and L. A. chapters are wanted to work with the National Group Chairmen on programs.

Other convention activities in which the Pacific Coast Chapters plan to cooperate:

1. Duplicate Exchange Lists, which will be at the S.L.A. Publications booth for distribution.
2. Lists of Special Libraries; C.L.A. Map of Bay Area Libraries, etc. will be at the information desk.
3. Tourist information folders on Northern California and possibly the Pacific Northwest will be available at the Infromation desk also.

A joint membership directory for the Pacific Coast Chapters has been proposed as a cooperative project, but no decision was made pending further investigation of cost.

The '49 convention was thoroughly and enthusiastically discussed at Santa Barbara. Dr. Pulling and her Committees are to be congratulated on their fine organization and the progress they have made.

HAWAII UNION LIST

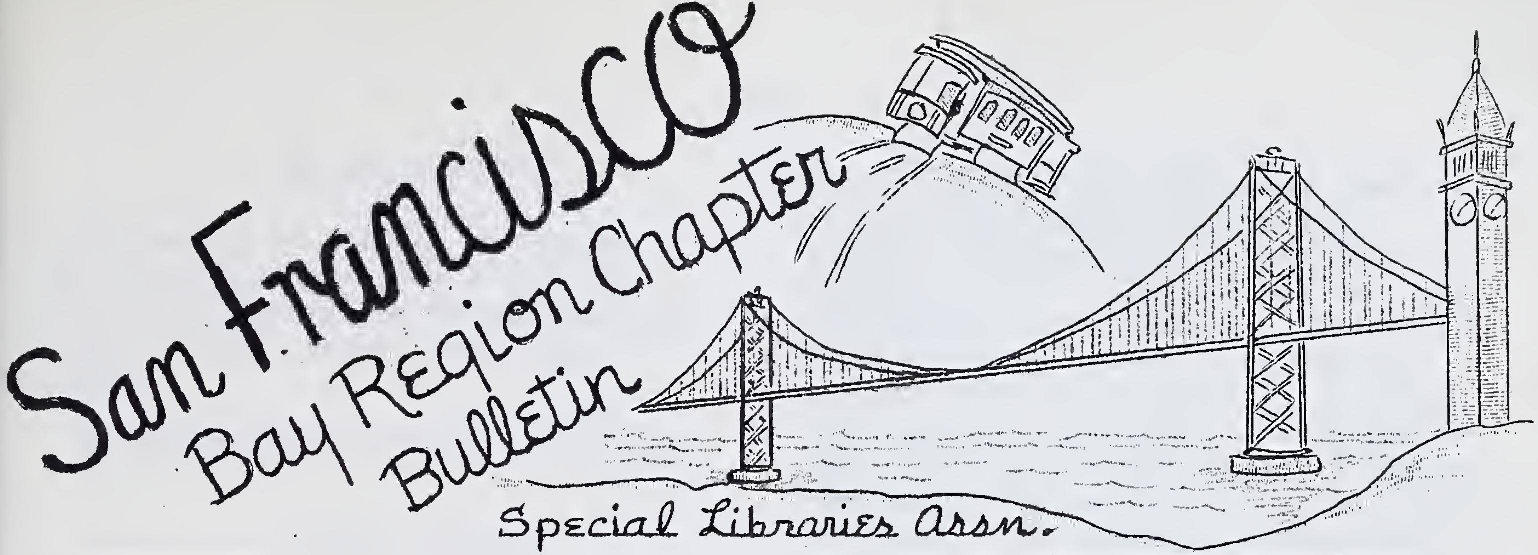
The Hawaii Library Assn. has announced a Union List of Serials in Hawaii, covering the libraries of the art museum, the museum of ethnology and natural history of the Pacific, the University of Hawaii, the tropical agriculture research institutions, two libraries of Hawaiian history, and the government archives. $6.00. Union List Committee, Hawaii Lib. Assn., Honolulu T. H., Box 3916.

SAN FRANCISCO

BAY REGION CHAPTER

OFFICERS AND COMMITTEES

esident	Miss Phyllis Anderson, Pan American Airways, P. O. Box 151, South San Francisco, JU 7-8361.
ce President (Membership Chairman)	Mrs. Dorothy Thomas, Paraffine Co., 1550 Powell, Emeryville 8, OL 2-8400
easurer	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library, 626 Appraisers Bldg., San Francisco 11, YU 6-3111
cretary	Miss Alleen Thompson, 749 Octavia St., San Francisco. WA 1-8516
rector (Program Chairman)	Miss Saima Swift, 1732--6th Ave., Oakland. HI 4-2757
rector (Hospitality Chairman)	Miss Ruth Wingfield, Shell Dev. Co., 4560 Horton St., Emeryville 8. OL 2-6100
vertising Committee	Miss Katherine Karpenstein, Standard Oil Co., 225 Bush, San Francisco. SU 1-7700.
chives Committee	Mrs. Marjorie Madison, Standard Oil Co., 225 Bush, San Francisco. SU 1-7700.
lletin Committee	Mrs. Betty Roth, Standard Oil Co., 225 Bush, San Francisco. SU 1-7700
nventions Committee	Mrs. Margaret Rocq, Standard Oil Co., 225 Bush, San Francisco. SU 1-7700
plicate Exchange Committee	Miss Elizabeth Nutting, Shell Dev.Co., 100 Bush St., San Francisco. EX 2-5400.
ployment Committee	Miss Margaret MacKellar, Anglo Calif. Natl. Bank. 1 Sansome St., San Francisco, Calif. DO 2-8100.
brary Survey Team	Chairman to be announced.
nual Revisions Committee	Mrs. Margaret Uridge, Univ. of Calif., Berkeley, Calif. AS 3-6000.
thods Committee	Miss Berna Carlson, School of Management, Golden Gate College, 537 Market St., San Francisco. PR 5-5774.
blic Relations	Miss Theodora Larsen, Alameda Public Library, Alameda, Calif. LA 2-5413
ion List Committee	Miss Harriet Collopy, Business Branch, S. F. Public Library, 629 Russ Building, San Francisco. EX 2-3075.



San Francisco Bay Region Chapter Bulletin

Special Libraries Assn.

Vol. 19, No. 3. November, 1948.

NOVEMBER 1948

DATE	Thursday, November 18, 1948, 6:00 P.M.
PLACE	El Jardin Restaurant 26 California Street (Between Pine and Market)
PRICE	2.00 including tip
SPEAKER	Dr. Nathan van Patten
SUBJECT	The Need for Analytics and Bibliographies Relating to Submerged Material
RESERVATIONS	Must be made by Monday, November 15.

San Francisco: Mrs. Dayton
California Packing Corporation
Sutter 1-7760, Ext. 272

East Bay: Miss Alexander
Oakland Public Library
Twinoaks 3-1400.

JANUARY MEETING

Save January 20 for SLA Meeting at San Quentin Prison, where we will visit the Library and be addressed by Warden Duffy. Members may bring guests.

NO MEETING WILL BE HELD IN DECEMBER

OCTOBER MEETING

SLA'S October Meeting was held in the Commissioners' Room of the San Francisco Public Library. It was a panel discussion participated in by Miss Thelma Read, Field Representative of the State Library; Mrs. Margaret Uridge, Interlibrary Service Department, University of California; Miss Alice Mitchell, Interlibrary Loan, Stanford University; Mrs. Alma Wintle, Reference Department, Oakland Public Library; Miss Theodora Larsen, Librarian, Alameda Free Library; Miss Helen Kearney, Librarian, Berkeley Public Library; and Miss Harriet Collopy, San Francisco Public Library, Business Branch. The subject was Interlibrary Loan Policies. Each outlined the very liberal loan policies of her library, describing the collection and the reasons for her library's loan practices, urging that SLA members have no hesitation in requesting material for loan. All expressed a preference for loaning not directly to individual patrons, but through a library to the individual.

AMONG OURSELVES

MISS NELLIE G. LARSEN, formerly a Librarian of the U. S. Department of Agriculture, working at the University of California, has been transferred to the Northern Regional Research Laboratory, U. S. Dept. of Agriculture, Peoria, Illnois.

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The July-August issue of the Southern Pacific Bulletin carries a news item about ALTA KIRKLAND, Librarian in the General Office, Southern Pacific Railroad, who made her first solo flight in August. Mrs. Kirkland has two sons who are Navy fliers, a daughter, and 5 young grandchildren.

We note with deep regret that Miss Saima Swift has resigned from SLA. Her position as this year's Program Director will be filled by Miss Anne Burnett, Librarian, World Affairs Council, San Francisco.

DUPLICATE EXCHANGE LIST

The Chairman of the Duplicate Exchange Committee, Miss Elizabeth Nutting, announces that the Duplicate Exchange List will be mailed November 10th. Any SLA member not receiving a copy, and desiring one, will please phone Miss Nutting at Shell Development Library, EX 2-5400.

1949 CONVENTION

At the October Meeting, Mrs. Margaret Rocq, Chairman, Convention Committee, reported on plans for the National Convention in Los Angeles, June, 1949. Volunteers are wanted to serve on the Sunday Night Reception Committee and for duty on the SLA Publications Desk. The map of the Northern Section of the State, prepared by CLA for last year's ALA meeting, may be used for a guide to libraries in this Section. The Convention Committee will welcome suggestions for the type of dinner and entertainment program to be given SLA members making the post-convention tour to San Francisco, June 22-24. It is now planned that Bay Area Libraries will hold open house for these visitors on June 23rd and 24th.

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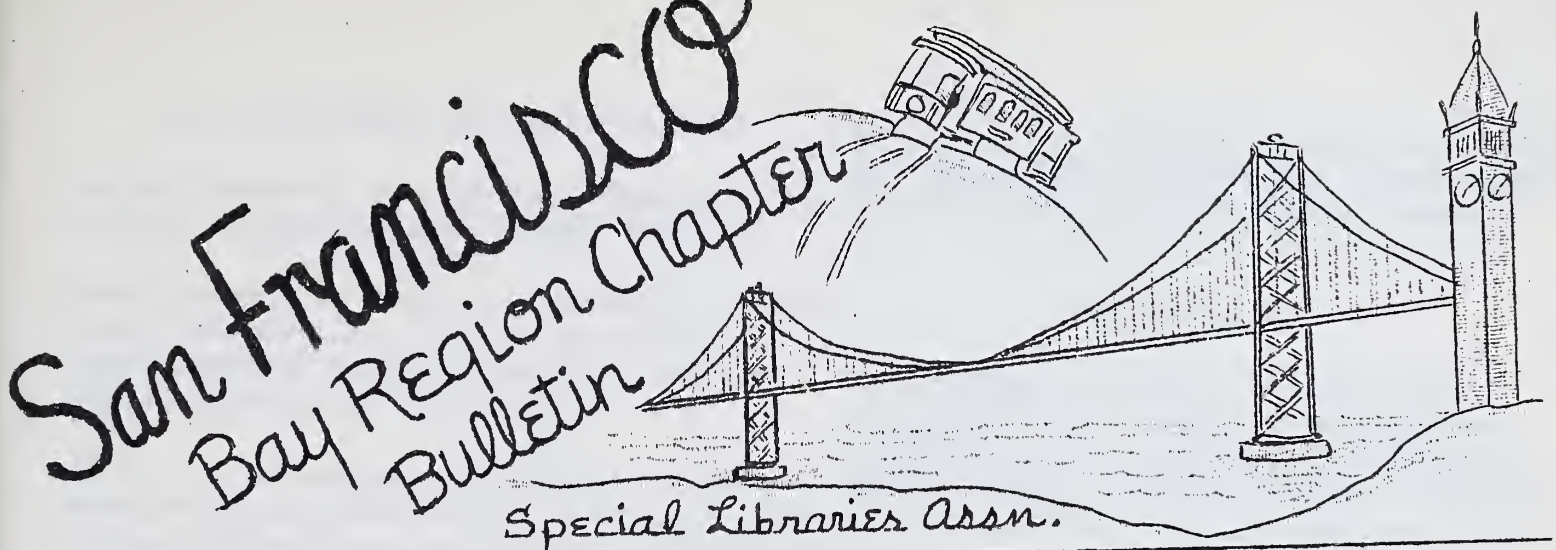
OFFICERS AND COMMITTEES

1948-1949

President	Miss Phyllis Anderson, Pan American Airways, P. O. Box 151, South San Francisco, JU 7-8361.
Vice President (Membership Chairman)	Mrs. Dorothy Thomas, Parraffine Co., 1550 Powell, Emeryville 8, OL 2-8400
Treasurer	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library, 626 Appraisers Bldg., San Francisco 11, YU 6-3111
Secretary	Miss Alleen Thompson, 749 Octavia St., San Francisco, WA 1-8516
Director (Program Chairman)	Miss Anne Burnett, World Affairs Council, 623 Sutter Street, San Francisco, OR 3-5761.
Director (Hospitality Chairman)	Miss Ruth Wingfield, Shell Development Co., 4560 Horton St., Emeryville 8, Calif., OL 2-6100.
Advertising Committee	Miss Katherine Karpenstein, Standard Oil Co., 225 Bush St., S. F. 20. SU 1-7700.
Archives Committee	Mrs. Marjorie Madison, Standard Oil Co., 225 Bush St., S. F. 20. SU 1-7700.
Bulletin Committee	Mrs. Elizabeth Roth, Standard Oil Co. 225 Bush St., S. F. 20. SU 1-7700.
Conventions Committee	Mrs. Margaret Rocq, Standard Oil Co. 225 Bush St., S.F. 20. SU 1-7700.
Duplicate Exchange Committee	Miss Elizabeth Nutting, Shell Development Co. 100 Bush St., S. F. EX 2-4500.
Employment Committee	Miss Margaret MacKellar, Anglo Calif Natl. Bank 1 Sansome St., San Francisco, DO 2-8100
Library Survey Team	Chairman to be announced.
Manual Revisions Comm.	Mrs. Margaret Uridge, Univ. of Calif., Berkeley, Calif. AS 3-6000, #627.
Methods Committee	Miss Berna Carlson, School of Management, Golden Gate Gate College, 537 Market St., S. F., PR 5-5774.
Publications Committee	Mr. Harry Williams, Calif. Research Corp., P.O. Box 1627, Richmond, Calif., RICH 7800.
Public Relations Committee	Miss Theodora Larsen, Alameda Free Library Alameda, Calif., LA 2-5413.
Union List Committee	Miss Harriet Collopy, Bus. Br., S.F.Public Library, 629 Russ Bldg., S. F., EX 2-3075
Immediate Past President	Mrs. Margaret Uridge, Univ. of California, Berkeley,Cal.



San Francisco Bay Region Chapter Bulletin

Special Libraries Assn.

Vol. 19, No. 4 January, 1949.

The January meeting will be very special. We shall visit the San Quentin Library as guests of Mr. Herman K. Spector, Senior Librarian. We are anxious for a good turn out, but are limited to 150. Since guests may be brought, members should make reservations for the meeting as early as possible.

DATE	Thursday, January 20.
TIME	6:00 to 10:00 P.M.
PLACE	San Quentin Prison
PRICE	$1.50
SCHEDULE	:

6-6:30: Arrival; reception at inmate hobby shop (members may purchase items)
6:30-7:15 Conducted tour of Library and other points of interest.
7:17-8:30 Dinner at Recreation Hall; Music by inmates.
8:30-8:45 Warden Duffy will speak on: What San Quentin Does for Its Men, and D. C. Rigg, Assoc. Warden on The Role of the Library in the Treatment Program.
8:45-9:30 Entertainment by the inmates.

TRANSPORTATION- Driving from San Francisco: San Rafael Highway, right turn at Greenbrae stop signal.

Driving from East Bay: Richmond Ferry brings you directly to San Quentin.

Public Transportation: Greyhound bus to San Rafael, cab to prison.

GUESTS Men and women over 16 years.

RESERVATIONS

It will be necessary to make pre-paid reservations by Monday, January 17, as we must guarantee and pay for reservations.

Use coupon below.

Make checks payable to Special Libraries Association, and mail to Anne Burnett, World Affairs Library, 623 Sutter Street.

- -

Miss Anne Burnett, World Affairs Library, 623 Sutter St., San Francisco, 2.OR 3-5761

I shall attend the January 20th meeting at San Quentin, and am bringing ____ guests.

(San Francisco
I am driving from(East Bay and have room for ____ passengers.

(San Francisco
I need transportation from (East Bay

Dinners are $1.50.

Check for $_______ enclosed.
Make checks payable to
Special Libraries Association.

____
Name

____
Telephone

____
Guest

____
Guest

S.L.A. INSTITUTE ON REPORT WRITING

During February, the Methods Committee will conduct an Institute on REPORT WRITING.

Meetings will be held on consecutive Thursdays, February 10, 17, and 24, in the Commissioners' Room of the San Francisco Public Library, at 7:00 P.M.

At the first meeting, MR. JOHN R. DOXEY, Manager of the Statistical Division, California Packing Corp., will give a pictorial presentation of HOW TO TELL YOUR STORY TO MANAGEMENT.

On February 15, MR. ROY W. POE, Associate Dean, School of Management, Golden Gate College, and Lecturer in Business Writing and Office Management, will speak on, SOME TECHNIQUES OF REPORT WRITING.

The final meeting of Feb. 24 will be a panel discussion in which S. L. A. members will participate, speakers to be announced.

There will be a registration fee of $1.00 for the series. A detailed announcement will be mailed to each Chapter member.

AMONG OURSELVES

Mrs. Margaret Uridge, Immediate Past President, has recently been appointed to teach a course in Special Libraries at the School of Librarianship, University of California, Spring semester, 1949.

Isabella Frost's career and contribution to Librarianship was mentioned in the current issue of CALIFORNIA MONTHLY, the University's Alumni magazine.

The former Miss Jean Rice, on the staff of P. G. & E. Co. Library and Mr. R. H. Hill were married Thanksgiving Eve. The Hills have an apartment in San Francisco, and Jean will remain on the job for a while.

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AMONG OURSELVES (Con't)

It's no scoop, but we wish to record the births of Betty O'Connell Berg's, Susan Marie; Dorothy Williams', Diane; and Grace MacDonald Green's, Jennifer.

Isabelle Jackson, Documents Department, U. C., says she has extra copies of the Supt.of Doc. Monthly Catalogue for 1945, Index for 1944, and Feb. and Mar. issues for 1946. Any takers, apply before Feb. 1, as out they go at that time. AS-3-6000.

PRESIDENTIAL ROUNDUP

With the coming of the New Year, it seems especially appropriate for us to pause and review our accomplishments of the last four months and to reflect upon our course for the months ahead.

Heeding a suggestion that our general meeting programs be pertinent to the field of Librarianship, your hard-working Program Committee successfully arranged, (1) a tour through the University of California Press, (2) a symposium on interlibrary loan policies of leading libraries in the area, and (3) a discourse by one of our own members, Dr. Nathan van Patten, on submerged source material.

To enlarge our Chapter membership of 222, and to encourage a greater number to change their membership status from Associate to Active, has been the concern of your Membership Committee. Closely aligned with this twofold program, are the efforts being made by the Hospitality Committee in attracting stray SLA members back to the fold, greeting and introducing our guests at meetings, and generally making sure that you all know each other (watch for our new member badge for meetings).

Employment services have been extended to an increased number of members and your Committee requests that all possible job openings be reported immediately. As for the activities of the one-man Duplicate Exchange List Committee, can we commend Miss Nutting enough for her work on the voluminous Fall issue?

Our Monthly Bulletin has taken on a new look with its attractive masthead, and is establishing a precedent with the inclusion of advertising. The money derived from this business venture puts us on a sounder financial basis; however, our Financial Committee withholds any statement until expense estimates on future projects are crystallized.

A growing interest in SLA National Affairs is indeed apparent--National Director Margaret Hatch, attended the Fall Meeting of the Executive Board and Advisory Council SLA in Cleveland, and reported on national affairs to the Chapter Executive Board.

The Business Group, has just issued the first Bulletin of the year. Isabella Frost is Chairman of this National Group, Harriet Collopy, Secretary, and Marylyn Yearin, Editor.

The Joint-Chapter meeting with Los Angeles Puget Sound and San Francisco Chapters at Santa Barbara in October was concerned with plans for the National Convention to be held in Los Angeles this June. Our Conventions Committee is now actively engaged in assisting in these plans, along with preparations for the post-convention tour to San Francisco.

To publicize our many Chapter activities, the Public Relations Committee is supplying the press regularly with newsworthy items, and is preparing a long-range program for highlighting libraries in the area. The Chapter exhibit at the Bay Area Industrial Exposition, held at the Civic Auditorium in July, is an example of our efforts to make known SLA's activities to the public.

Future plans include issuance of a Chapter Membership Directory (to be distributed in January), publication of a revised Union List of Serials, a possible Pacific Coast Membership Directory, a Library Institute on REPORT WRITING, and four more general meetings. To climax the year, the 1949 SLA National Convention, to be held in Los Angeles with a maximum attendance from our Chapter and an all out effort to entertain the Convention tour arriving in San Francisco a few days following.

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AN INFORMED MEMBERSHIP FOR THE CONVENTION

In 1949, many Pacific Coast members of the Special Libraries Association will have one of their rare opportunities to attend a SLA Convention, since it will be held in Los Angeles in June.

Your Chapter urges not only a large attendance, but that members will come well informed about SLA, so that they will be ready to participate, to contribute, and to gain full advantage from the general and group meetings. (Margaret Hatch reports that one of the most stimulating SLA meetings which she has ever attended was the one held by the Executive Board and Advisory Council in Cleveland in November, at which members from a number of Eastern Chapters joined in lively discussions. Next June, Pacific Coast members will be able to attend this open meeting.)

This is a time when SLA's structure, policies and activities are being carefully analyzed, and when all members are being urged to join in thinking about and discussing these matters which affect all Chapters and all members.

"It is this member participation which made SLA great in the first place, and which will assure its future," says President Rose Vormelker, and we suggest that you read her messages in the December and September, 1948, SPECIAL LIBRARIES first, as preparation for the Convention. Then reread the articles by Ruth Savord, suggesting a reorganization of SLA Groups and the resume of the Fountain report on SLA organization and procedures in the September issue. And watch for the January SPECIAL LIBRARIES which will contain an article on Association membership services and their cost.

This will be a good New Year start toward being informed for the Convention!

DUES ARE DUE

Your 1949 SLA dues should be sent as soon as possible to Headquarters at 21 East 10th Street, New York 3, New York.

BAY AREA UNION LIST

All slips for the new UNION LIST OF SERIALS OF THE SAN FRANCISCO BAY REGION were received at the end of November. They are filed in the Business Branch, San Francisco Public Librarian, and may be referred to at any time.

This month, the Committee will begin the work of actually preparing the slips for publication. At this time it is very important that any changes made in periodical holdings since submission of slips be sent to the Chairman, Harriet Collopy, 629 Russ Bldg., San Francisco, EV 2-3075.

NOVEMBER MEETING

Held at the El Jardin, San Francisco, November 18, 1948, our after dinner speaker was Dr. Nathan van Patten, former Director of Libraries, and now Professor of Bibliography at Stanford University, whose talk on The Need for Analytics and Bibliographies Relating to Submerged Material, included the most interesting examples of the odd places valuable information can be found if only analytics and bibliographies revealed it. Forinstance, one of the more important of the World War II French underground newspapers was Combat. A periodical, issued in London and reprinted in Canada, called Les Documents, reproduced many issues of Combat; Free France, a publication issued in New York, also reproduced Combat. Many libraries have copies of these periodicals without realizing they have extremely rare and complete or partial files of Combat. Although there is a published volume of the letters of D. H. Lawrence, many important letters are not included. Some of these have been published in the most unexpected places, e. g., in a Chinese literary journal and in a student publication of the University of California. Analytics should be made to bring such material to life, and the extreme attention to 1 l., 216 p., maps, and 2 l., 216 p., facsims., can be reduced. Since analytics serve only the users of a particular library, adequate bibliographies could be provided to cover

submerged material like this. The need for analytics would be eliminated, and the information would be available to every library acquiring the bibliography in question.

The text of Dr. van Patten's speech may be borrowed by phoning Phyllis Anderson, Librarian, Pan American Airways.

ACQUISITIONS OF THE BRITISH LIBRARY OF INFORMATION

A list of some of the additions to the BIS library during the last six months has just been compiled. All books are British publications and cover subjects in the fields of sociology, history, geography, and general culture. Copies of the list may be obtained by visiting or phoning the BIS Library, Room 809, 310 Sansome Street, San Francisco, SU 1-2854, Ext. 18.

SLA AWARDS FOR ACHIEVEMENT

The Awards Committee is waiting for names of nominees from which to select the one who seems most worthy to receive the SLA award.

The award should be given for notable professional achievement during the calendar year, either through an individual effort such as an article, book or speech; for leadership in Group activities; or for any other way in which an individual has played a decisive part in a noteworthy professional contribution ... Nominations may be made individually or by groups ... Broad attention to notable effort should be given ... so that nominations ... should be representative of the many professional activities fostered by the Association.

If you know anyone who has made a contribution to SLA in 1948 which would qualify him for the award, send his name, with the reasons why he should be considered, to one of the Awards Committee members. To qualify for the award, a member must have completed the work during the calendar year 1948.

Ruth Hooker, Elizabeth Owens,
Helen Rogers, Irene Strieby, Melvin
Voigt, Betty Joy Cole, Chairman.

LIGHT READING FOR LIBRARIANS !

HOW CAN AN ADVERTISING AGENCY ESTABLISH A LIBRARY OF ITS OWN? by Martha H. O'Leary, Librarian, Benton & Bowles, Inc.

A harassed huckster, a new employee in an advertising agency, finds himself without a library and without a librarian. Having just left an agency with a bang-up library and a super librarian, he's without a fact-finder and of course without copy. He is soon advocating the establishment of a reference library, and is hunting for a librarian--then follows a complete description of SLA, its organization and its activities with illustrations of the New York headquarters and staff. What a plug for us in
Printers'Ink Dec. 10, 1948. p. 48-

USE OF A TECHNICAL LIBRARY, by R. H. Whitford and J.B. O'Farrell, Librarians, Technology-Physics-Chemistry Library, CCNY.

Outlined for the engineer are procedures for locating data in any technical library in books, serials, journals, government publications, and trade catalogues, each being described from the standpoint of subject content and its availability through the use of bibliographical tools. A selective rather than an inclusive treatment, emphasizing basic techniques and the most important reference tools.
Mechanical Engineering Dec,1948 p. 987-

HOW MANY PEOPLE CAN READ ONE COPY OF A BUSINESS PAPER?

A Printers' Ink editorial says 16 are too many on one route list. A good business paper is an essential working tool, and when too many are on the route list, management unintentionally lowers the value of the business paper in the employee's eyes. Management should see that every employee who can benefit from a business paper gets a chance to read it. Any executive should look with a questioning eye on the subordinate who shows no interest in any business paper.
Printers' Ink Nov. 5, 1948. p. 1022-24.

PLANT RESEARCH LIBRARY SPEEDS TECHNICAL EFFORTS, by S. Folcuiner.
Food Industry Nov. 1948 p. 1022-24.

OFFICERS AND COMMITTEES

1948-1949

CHAIRMAN	Miss Phyllis Anderson, Pan American Airways, P. O. Box 151, S. San Francisco. JU 7-8361.
VICE PRESIDENT (MEMBERSHIP CHRMN.)	Mrs. Dorothy Thomas, Paraffine Co., 1550 Powell, Emeryville 8, OL 2-8400.
TREASURER	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library, 626 Appraisers Bldg., San Francisco 11, YU 6-3111.
DIRECTOR (PROGRAM CHAIRMAN)	Miss Anne Burnett, World Affairs Council, 623 Sutter St. San Francisco, OR 3-5761.
DIRECTOR (HOSPITALITY CHRMN.)	Miss Ruth Wingfield, Shell Development Co., 4560 Horton St., Emeryville 8, Calif. OL 2-6100.
IMMEDIATE PAST PRES.	Mrs. Margaret Urdige, Inter-Library Loan Dept., Univ. of California, Berkeley, Calif.
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ARCHIVES COMMITTEE	Mrs. Marjorie Madison, Standard Oil Co., 225 Bush St., San Francisco 20. SU 1-7700.
BULLETIN COMMITTEE	Mrs. Elizabeth Roth, Standard Oil Co., 225 Bush St., San Francisco 20. SU 1-7700.
CONVENTIONS COMMITTEE	Mrs. Margaret Rocq, Standard Oil Co., 225 Bush St., San Francisco 20. SU 1-7700.
DUPLICATE EXCHANGE COMMITTEE	Miss Elizabeth Nutting, Shell Development Co., 100 Bush St., San Francisco. EX 2-4500.
EMPLOYMENT COMMITTEE	Miss Margaret MacKellar, Anglo Calif. Natl. Bank, 1 Sansome St., San Francisco. DO 2-8100.
LIBRARY SURVEY TEAM	To be appointed.
MANUAL REVISIONS COMMITTEE	Mrs. Margaret Uridge, U. of Calif., Berkeley, Calif. AS 3-6000. Ext. 627.
METHODS COMMITTEE	Miss Berna Carlson, School of Management, Golden Gate College, 537 Market St., San Francisco. PR 5-5774.
PUBLICATIONS COMMITTEE	Mr. Harry Williams, California Research Corp., P.O. Box 1627, Richmond, Calif. RIchmond 7800.
PUBLIC RELATIONS COMMITTEE	Miss Theodora Larsen, Alameda Free Library, Alameda, Calif. LA 2-5413.
UNION LIST COMMITTEE	Miss Harriet Collopy, Business Branch, San Francisco Public Library, 629 Russ Bldg., San Francisco. EX 2-3075.

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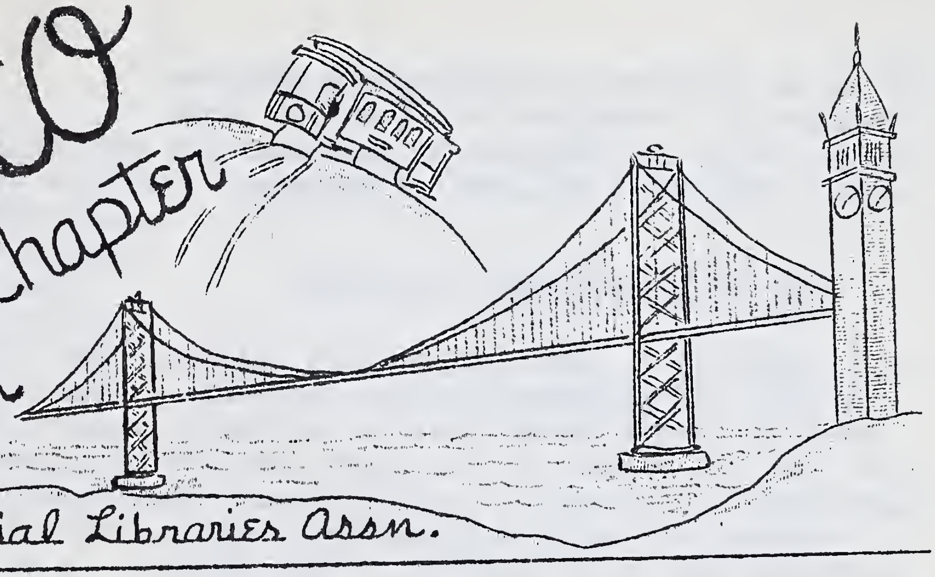
San Francisco Bay Region Chapter Bulletin



Special Libraries Assn.

Vol. 19, No. 5. February, 1949

FEBRUARY

Do written reports to your boss constitute a problem? Are you interested in putting across what your library is doing in an effective and interesting manner?

To help you solve these and other vexatious problems on REPORT WRITING, the Methods Committee has arranged a three meeting INSTITUTE for February. Its purpose is to survey reports to management as they relate to the field of Special Libraries.

TECHNIQUES AND APPLICATIONS OF REPORT WRITING

DATE: Thursday, Feb. 10, 17, 24, 1949
7:00 PM to 9:00 PM

PLACE: Commissioners' Room, San Francisco Public Library, Civic Center

1.
PROGRAM: Feb. 10. HOW TO TELL YOUR STORY TO MANAGEMENT.
SPEAKER: John R. Doxey, Manager, Statistical Division, California Packing Corporation. Methods used in preparing monthly, annual and subject reports, with emphasis on graphic presentation.

2.
PROGRAM: Feb. 17. SOME TECHNIQUES OF REPORT WRITING.
SPEAKER: Roy W. Poe, Associate Dean and Lecturer in Business Writing and Office Management, School of Management, Golden Gate College. The organization, style, and language of the report, stressing the application of fundamental writing techniques in putting the story across to the reader.

3.
PROGRAM: Feb. 24. PANEL DISCUSSION COVERING TYPES AND EXAMPLES OF LIBRARY REPORTS.
PARTICIPANTS: Miss Anne Avakian, Western Regional Research Laboratory, U. S. Dept. of Agriculture; Miss Ethel Blumann, Oakland Public Library; Miss Isabella M. Frost, Lansing Library, Safeway Stores; Mrs. Margaret Rocq, Standard Oil Co. of California; Mrs. Margaret Uridge, InterLibrary Loan Department, University of Calif. Chairman.

Your specific questions and problems will be discussed at the end of each meeting.

IF YOU HAVE NOT SENT IN YOUR RESERVATION NOTICE FOR THESE FEBRUARY MEETINGS-announcement mailed in January--CALL MISS BERNA CARLSON, Librarian, School of Management, Golden Gate College and Chairman, Methods Committee. PROSPECT 5-5774 IMMEDIATELY.

NO GENERAL MEETING OF SLA IN FEBRUARY

SIGN UP BEFORE THURSDAY, Feb. 10, FOR THE CHAPTER'S FIRST INSTITUTE !!!

1949 NATIONAL CONVENTION

Plans for SLA convention, Los Angeles, June 12-18, 1949, are going ahead. This will be a convention of librarians, by librarians, for librarians--a meeting of minds on problems of management and methods in our libraries and in our Association. A few program highlights: EXECUTIVE BOARD AND ADVISORY COUNCIL MEETING open to all members; Introduction of officers, board members, and national committee chairmen in their SLA capacities; Reports and discussion Joint Group meeting of Financial, Business, and Insurance Groups will consist of a panel on WORK SIMPLIFICATION; Barbecue instead of the annual banquet. A special train, N.Y. Central, will bring about 130 from the East. After the Convention, the train will come to San Francisco, arriving Wednesday, June 22 and leaving Thursday, June 23, when our chapter will sponsor a dinner, Wednesday, June 22, at SHANGHAI LOW. The Oriental atmosphere with art treasures from the 1915 Exposition is delightful and a Chinese menu will be selected for us by an expert! Program for the Convention will appear in April SPECIAL LIBRARIES. In the meantime the preliminary schedule is in the hands of the local committee. If you have any inquiries or suggestions, please call Margaret M. Rocq, SU 1-7700, Ext. 2945.

UNION LIST COMMITTEE NEEDS YOU

Harriet Collopy, Chairman of the Union List Committee, and her indefatigable team of helpers meet every Monday night, 6:30 PM, Business Branch, S. F. Public Library, Room 629 Russ Building, to hasten the completion of the checking of entries for the new UNION LIST OF SERIALS OF THE SAN FRANCISCO BAY REGION. Won't you lend a helping hand so that we can all enjoy the use (a bit sooner) of this indispensable reference tool?

AMONG OURSELVES

Don't miss reading, FACTS BEHIND THE FOOD YOU BUY, by Isabella M. Frost, Librarian of Lansing Library Service, Safeway Stores, in SPECIAL LIBRARIES for January, 1949.

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Mr. Arthur Johnson, Librarian of California Research Corporation, has been appointed our Chapter's Representative for the National Science-Technology Group.

Anne Avakian has been elected chairman of the Northern Division, College, University and Research Libraries Section, California Library Association.

Constance Hoover, Librarian, Langley Porter Clinic, has been elected President of the recently organized Bay Area Medical Librarians' Group.

SLA NATIONAL BUSINESS

Here are a few of the results of the National Advisory Council meeting, Cleveland, November 5, 1948.

1. The invitation to hold the 1950 convention in Atlantic City was accepted.

2. Miss Savord's article and the Fountain Report were referred to the Constitutional Revision Committee for further thought.

3. Loan of material from Headquarters will be made for mailing charge instead of a flat fee of fifty cents.

4. New publications to be printed are the "Aviation Subject Heading List" (non-technical) which will be ready in the Spring, and the "P. B. Numerical Index," the "General Manual for Special Libraries," and the "Science Technology Manual," will be made available later. Approval was given for the "Preliminary Textbook on Special Libraries" for library school use.

5. Development of a public relations policy was considered.

6. Approval was given for more national news to be sent to Chapters. To this end the Chapter Liaison Officer and Group Liaison Officer will each have a page in SPECIAL LIBRARIES beginning with the January issue.

WE'RE GROWING

As of December 31st, our Chapter had 229 members--142 Actives, 69 Associates, 12 Institutional, 2 Sustaining, and 4 Student.

NEW PUBLICATIONS

"Do You Know Your Library?" is the title of a 4 page offset public relations pamphlet issued by the Library Section, Air Documents Division. Requests should be addressed to Commanding General, Air Material Command, Wright-Patterson Air Force Base, Dayton, Ohio, Attention, Air Documents Division, MCIDKL.

A summary of the panel discussion of the EMPLOYERS' EVALUATION OF TRAINING DESIRABLE FOR THE SPECIAL LIBRARIAN, led by Mrs. Ruth Hooker, in a pre-convention session of SLA in Washington in June is available. The entire text of the discussion has been assembled in mimeographed form, and may be purchased from SLA Headquarters for $1.00.

U. S. Steel's library service throughout its different plants and labs is surveyed in its house organ,"U. S. Steel News" for January, 1949. Columbia Steel's San Franciscan librarian, Virginia Sweinhart, one of our chapter members, is pictured.

S. F. CHAPTER MEMBERSHIP DIRECTORY

A revised chapter membership directory was mailed to all members in January. Please call Phyllis Anderson, Su 7-8361, if you did not receive a copy. Please report address changes to the Secretary, Alleen Thompson, so that our Directory can be as up-to-date as possible.

JANUARY MEETING

A high point was established for interesting meetings when San Quentin State Prison was host to over 160 chapter members and friends, January 20.

Upon arrival, the group was met by Warden Duffy, Herman Spector, Senior Librarian, and other members of the institution's staff. A conducted tour of the prison including the hobby shop, lethal chamber, gymnasium and the library followed.

The main library was gaily decorated for

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the occasion with signs welcoming the Association and posters graphically illustrating the library's work. Since Mr. Spector's appointment in June, 1947, the library (17,281 fiction, non-fiction and reference volumes) has been completely reorganized. Mr. Spector and his staff of 22 inmate assistants can proudly point to an efficiently-run organization, which is providing library service to over 3000 inmates and civilian employees. The library's many activities and facilities are interestingly described in a special library bulletin, which was distributed at the meeting. Mr. Spector says that copies are available to those who were unable to attend.

A steak dinner was served in the Recreation Hall, and Mr. Spector opened the meeting by introducing Phyllis Anderson, President, who thanked Warden Duffy and his staff for their gracious hospitality and briefly mentioned Mr. Spector's many contributions to the field of penal librarianship. Warden Duffy spoke on "What San Quentin Does for Its Men," and Associate Warden D. C. Rigg, in charge of care and treatment spoke on "The Role of the Library in the Treatment Program." Entertainment was provided by the inmate orchestra, glee club, and an array of talented performers.

Our thanks to fellow SLA members and Mr. Spector for arranging a memorable meeting.

GOLDEN GATE COLLEGE COURSE

SOURCES AND USES OF BUSINESS INFORMATION, a course for librarians and others in marketing, accounting, finance, personnel, and other research activities started Feb. 3, and will continue for 17 weeks, on Thursdays, at 5:30 to 6:30 PM. The instructor is Helen M. Gibbs, Research Associate, Graduate School of Business, Stanford University. Late enrollments are being accepted.

AN INFORMED MEMBERSHIP AT THE CONVENTION

"Believing that 'A man's judgment is no better than his information' the Executive Board of your Association has requested that this issue of *Special Libraries* contain factual data on the services your Association offers and their cost to you . . ." This is the opening sentence of "The President's Message" in the January 1949 *Special Libraries*, and, continuing the theme of this column, we urge you to read it in full.

President Rose Vormelker sums up the benefits of membership in the S. L. A., which show at the same time the Association's varied activities and services to members. While we are acquainted with the Association's professional services, how many of us know about the business operation of the Association in order to provide these services, and the responsibilities of the Association as an employer?

Miss Vormelker shows that a paid Headquarters staff of eight is now necessary, and lists our employees, from the Executive Secretary to the part-time mail boy. Such a staff needs a satisfactory personnel program, and a special study of their needs was made by the Executive Board last year. The message next outlines the policies which have been adopted relating to salaries, hours, holidays, vacations and sick leave. The personnel program and staff salaries are in line with those of other offices in New York City. Salaries and taxes relating to salaries now total $25,000 a year. A breakdown of the expense of maintaining the Headquarters office, including salaries, shows a present annual total cost of $36,190. In return for this outlay, the Association has the ample, attractive offices shown in the September, 1948 *Special Libraries*, and the facilities and staff to provide many services to members and to develop special libraries.

The January issue also includes a more detailed financial report by Mr. David Kessler, Treasurer of S. L. A., for Jan. 1-September 30, 1948. Mr. Kessler shows that the Association, in spite of increasing expenses, is in a sound and solvent financial condition. He explains our budget system, as a means of control, and that " a statement to the effect that we went over our budget by a certain amount does not mean that the Association has gone 'in the red' financially."
He emphasizes the point that "notwithstanding the fact that our income fell below expectations and that our expenses

exceeded those anticipated by the budget, the excess of income over expenses for this period still amounted to $8,758.69." For other figures of importance to us, please look over Mr. Kessler's statement. Total income for the period was $56,400.06 and total expenses were $47,641.37.

By providing this information in Special Libraries, our officers urge us to know about the Association and to offer our suggestions. Let us do our part by going over it more carefully!

Do members know that the minutes of the Executive Board and Advisory Council meetings held in Cleveland, Nov. 4-6, 1948, have been sent to all Advisory Council members? Miss Phyllis Anderson, our Chapter President, has a copy to be loaned to any of our members who would like to see these "open books" and the many questions which must be considered in the operation of the Association. Some of these may come up for further discussion at the June,1949 Convention.

* * * *

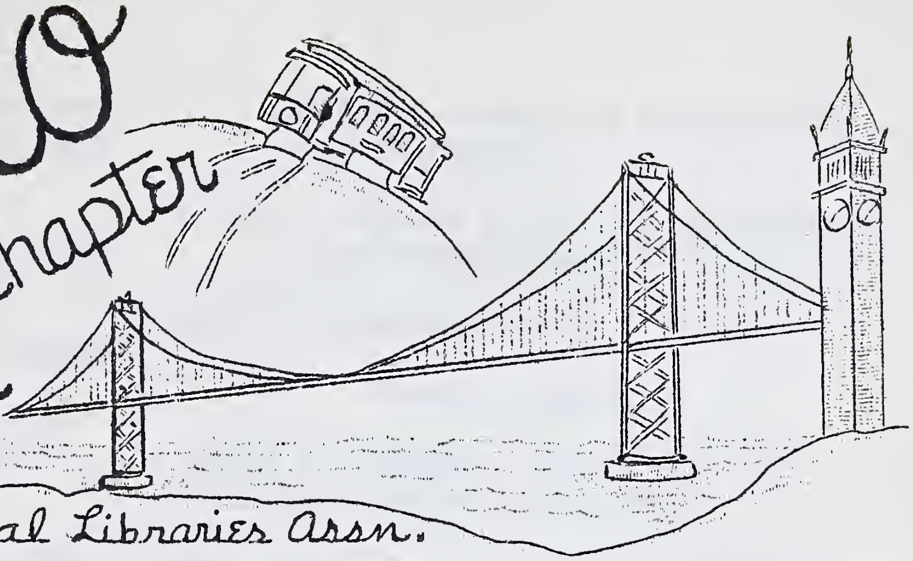
OFFICERS AND COMMITTEES

1948 - 1949

PRESIDENT	Miss Phyllis Anderson, Pan American Airways P. O. Box 151, S. San Francisco, JU 7-8361
VICE PRESIDENT (MEMBERSHIP CHRMN.)	Mrs. Dorothy Thomas, Paraffine Co., 1550 Powell Emeryville 8, OL 2-8400
SECRETARY	Miss Alleen Thompson, 749 Octavia St. San Francisco
TREASURER	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library, 626 Appraisers Bldg., San Francisco 11, YU 6-3111
DIRECTOR (PROGRAM CHAIRMAN)	Miss Anne Burnett, World Affairs Council, 623 Sutter St. San Francisco, Or 3-5761
DIRECTOR (HOSPITALITY CHRMN.)	Miss Ruth Wingfield, Shell Development Co., 4560 Horton St., Emeryville 8, Calif. OL 2-6100
IMMEDIATE PAST PRES.	Mrs. Margaret Uridge, Inter-Library Loan Dept., Univ. of California, Berkeley, Calif. AS 3-6000. Ext. 627
ADVERTISING COMMITTEE	Miss Katherine Karpenstein, Standard Oil Co., 225 Bush St. San Francisco 20. SU 1-7700
ARCHIVES COMMITTEE	Mrs. Marjorie Madison, Standard Oil Co., 225 Bush St. San Francisco 20. SU 1-7700
BULLETIN COMMITTEE	Mrs. Elizabeth Roth, Standard Oil Co., 225 Bush St. San Francisco, 20. SU 1-7700
CONVENTIONS COMMITTEE	Mrs. Margaret Rocq, Standard Oil Co., 225 Bush St. San Francisco 20. SU 1-7700
DUPLICATE EXCHANGE COMMITTEE	Miss Elizabeth Nutting, Shell Development Co., 100 Bush St., San Francisco 6. EX 2-5400
EMPLOYMENT COMMITTEE	Miss Margaret MacKellar, Anglo Calif. Natl. Bank, 1 Sansome St., San Francisco. DO 2-8100
LIBRARY SURVEY TEAM	To be appointed
MANUAL REVISIONS COMMITTEE	Mrs. Margaret Uridge, U. of Calif., Berkeley, Calif. AS 3-6000. Ext. 627
METHODS COMMITTEE	Miss Berna Carlson, School of Management, Golden Gate College, 537 Market St., San Francisco. PR 5-5774
PUBLICATIONS COMMITTEE	Mr. Harry Williams, California Research Corp., P.O. Box 1627, Richmond, Calif. Richmond 7800
PUBLIC RELATIONS COMMITTEE	Miss Theodora Larsen, Alameda Free Library, Alameda, Calif. LA 2-5413
UNION LIST COMMITTEE	Miss Harriet Collopy, Business Branch, San Francisco Public Library, 629 Russ Bldg., San Francisco. EX 2-3075.

, CORNISH, Miss Ellen J.
Oakland Free Library
659 14th St.
Oakland 12, Calif.
Act. TW 3-1400

San Francisco Bay Region Chapter Bulletin



Special Libraries Assn.

Vol. 19, No. 6 March, 1949

March Meeting

SPEAKER: Dr Eugene Staley, Executive Director, World Affairs Council.

SUBJECT: International Economic Development (The President's Bold New Program).

DATE: March 17, Thursday, 6:50 P.M.

PLACE: World Affairs Council of Northern California, 623 Sutter Street San Francisco. Second floor.

Following Dr. Staley, Mr. Howard Cook, Program Director, will speak briefly on the Council's activities; Mrs. Eve Kraft on the Pamphlet and Document Shop, and Miss Anne Burnett on the World Affairs Library. We will then visit the Library.

The main talk will start no later than 7:00 P.M.

There will be no dinner preceding the meeting; however, many members will meet at the YWCA across the street from the Council office for dinner. Why don't you plan to meet your friends there?

AMERICAN CHEMICAL SOCIETY

The A. C. S. will hold its national meeting in San Francisco this month. The program of the Division of Chemical Litarature is presented here for any S. L. A. members who might wish to attend.

The registration fee for one or all meetings is $5.00, since there is no special fee for visitors. However, it is the opinion of Mrs. Maude Hinson, co-librarian of the book exhibit and Chicago S.L.A. member, that the collection of 600 current books may be examined without actually entering the meeting section of the building. Mrs. Francis Jenkins, S.L.A. member and Science Librarian at the University of California, is co-librarian. Forty-one publishers in chemistry and allied fields are cooperating in the exhibit.

PLACE: California Hall, Turk and Polk San Francisco

TIME: March 28 and 29, 1949.

PROGRAM

Monday Morning

THE UNIVERSITY LIBRARY AS AN AID TO SCIENTIFIC WORK.

9:00 Norman H. Hill, Introductory remarks.

9:15 Douglas W. Bryant, Present Day Problems of a University Library in Dissemination of Scientific Information.

9:45 Nathan van Patten, Training of Science Students in the Use of Chemical Literature.

10:15 B. H. Weil and Dorothy M. Crosland, The Georgia Tech Library as a Tool for Science and Industry.

LITERATURE SOURCES OF INFORMATION ON WESTERN CHEMICAL AND PROCESS INDUSTRIES.

10:45 John Callaham. Introductory remarks.

11:00 Frederick G. Sawyer, Information sources of West Coast Chemical Industries.

11:30 W. C. McIndoe, Studies concerning Chemical Plant Location on the West Coast.

Monday afternoon

TRENDS IN INDEXING, CLASSIFYING AND UTILIZING CHEMICAL LITERATURE

2:00 James W. Perry. Introductory remarks.

2:15 Kathryn M. Wolfe and E. R. Shepard, Development of a Research Record System Accompanied by the Use of Punched Cards.

3:00 Julian F. Smith, An Analysis of Classification.

3:45 G. Malcolm Dyson, Some Experiments on Indexing Chemical Subjects.

4:30 Discussion.

Tuesday Morning

TRENDS IN INDEXING, CLASSIFYING AND UTILIZING CHEMICAL LITERATURE

9:00 James H. Wiegand, Personal Punched-card System.

9:45 Kathleen S. Rostler, Application of Punched-cards to Indexing Rubber Compounds.

10:30 Carl S. Wise, Chemical Literature Studies. Some Mathematical Possibilities in Mechanical Indexing and Sorting Systems.

11:15 Wm. Longenecker, An Efficient Method of Duplicating Chemical information on cross reference and punched cards.

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TECHNIQUES AND APPLICATIONS OF REPORT WRITING
SAN FRANCISCO-S. L. A.

The first meeting of the Institute on Report Writing was devoted to methods, mostly graphic, of presenting material to management. The speaker was J. R. Doxey, Manager of the Statistical Division of California Packing Corporation. Mr. R. W. Poe spoke at the second Institute meeting. Mr. Poe is Associate Dean and Lecturer in Business Writing and Office Management in the School of Management, Golden Gate College. He emphasized the use of simple English, short sentences and paragraphs with a slant toward the readers' interests. Title should be catchy and the format interesting and attractive. He recommended a summary at the beginning of the report and the placing of any statistics at the end, also in summary form.

How they tell their story to higher-ups whether government officials, corporation executives, or the tax-payer was explained by four librarians at the third session. The panel included Miss Anne M. Avakian, Western Regional Lab., U. S. D. A.; Miss Ethel Blumann, Oakland Public Library; Miss Isabella Frost, Lansing Library Service, Safeway; and Mrs. Margaret M. Rocq, Standard Oil Company of California. Mrs. Margaret Uridge, University of California Inter-Library Loan Librarian and Immediate Past President of the S. F. Chapter, S. L. A., presided.

Types of reports discussed included not only the usual summation of records on a library's activities during a given period, but also special materials, such as budgets briefs and abstracts, bibliographies and news digests.

Content and format were shown to vary with the purpose of each report. The highly detailed statistical report required by the U. S. Department of Agriculture is designed to provide ammunition to back up appropriation requests from Congress. The public library's report to the tax-payer has become a part of the public relations program of progressive libraries; the colorless formal report of the past is giving way to the attractive, illustrated booklet designed to catch the eye and hold the interest of the reader. The policy of management determines the type of data submitted by librarians in commercial or industrial organizations.

At Standard Oil, where the library is part of the Economics and Statistics Department, no regular written report is required; records are kept on daily activities, and these figures go into the report of the entire department.

The report of the librarian at Lansing Service becomes a part of the overall planning program of the organization. It includes a brief summary of accomplishments of the preceding six months, together with immediate and long-range objectives. The librarian lists 25 or 30 important reference questions which have been answered, followed by a brief statistical summary. Her planning program includes only new or special plans--information on functions or routine operations are not included.

At Oakland Public, each department submits a statistical report; in addition, an informal non-statistical report is given monthly, showing trends, special plans or projects, or suggestions. From this material, the head librarian prepares his annual report. Preparation of abstracts summaries and news digests is part of the job at Lansing Service and Standard Oil. Annotated lists of important pamphlet material are also issued regularly.

The danger of making reports too short was emphasized. While such reports make better reading, they may omit important data for associates who use them for analysis. Perhaps two reports should be issued, one for public consumption and one for the profession.

--Geraldine Clayton, Member of the class in Special Libraries, Univ. of Cal.

UNIVERSITY OF CALIFORNIA PATENT COLLECTION

The Documents Division wants librarians in the area to realize that unfortunately the University does not have a complete file of Patents. They have no German or French at all and only British in abridged form up to 1938, with a few received since 1943. For Canada and the U. S., they have only the patent gazettes containing abridgments.

NEW YORK S. L. A. SPRING INSTITUTE

The New York Chapter extends an invitation to all S. L. A. members who will be in New York March 25 and 26 to attend a Chapter Spring Institute, at the Statler Hotel.

Library Promotion, Library Training, Job Classification and a Public Relations Program for Your Library are the topics scheduled.

The meeting of S. L. A. National Executive Board and Advisory Council is scheduled for Friday afternoon, March 25th. Members are urged to attend.

CONVENTION CLOTHES

"What shall I wear to the Convention?" Paraphrasing a release from Convention Headquarters--

Wear informal, casual dresses, sport [illegible] clothes, bright colors and simple designs. Few dark colors which predominate in most cities are worn in Los Angeles, but a basic black will be good. Hats are seldom worn, except on formal occasions. A good basic suit, light-weight and breezy, a convertible suit that can be dressed up. A lot of walking will mean low-heeled shoes. Save your high heels for platforms and sit-down affairs. A top coat is needed almost every evening, one that you can toss around and over your shoulders. Play clothes for extracurricular activities--beach parties, barbecues, and cruises. A dinner dress, of course. For the men, lightweight sport suits and regular business clothes. And the inevitable top coat. A spare jacket that doesn't match your suit is good. Dark suits for evening.

There are fine shops in Los Angeles, including reasonably priced ones, within walking distance of the Biltmore.

Ed. note. A L. A. heat wave, not unusual in June, will remind the New Yorkers of their July temperatures. For the women, a sheer would be indispensable. If you are continuing on to S. F., June is not a warm month--it's definitely a suit month, if not a coat and suit month.

NEW MEMBERS

Miss Frances M. Spaulding,
Catalog Department, S. F. State College,
124 Buchanan St., San Francisco.

Mrs. Ruth Baker,
Catalog Department, S. F. State College,
San Francisco.

Miss Marguerite J. Laird,
Oakland Public Library,
Oakland 12, Cal.

Miss Margaret F. Bragg,
Journalism Dept.,
University of Texas,
Journalism Bldg., 101, Austin 12, Tex.

Mrs. Josephine Thompson,
Mechanics Institute,
57 Post St., San Francisco.

Miss Lois Bowers,
Shell Development Co.,
4560 Horton St.,
Emeryville 8, Calif.

Miss Joyce L. Stevenson,
Loan Dept., University of California Lib
Berkeley 4, Calif.

Miss Ardeen Dumbrell, Librarian,
Hetch Hetchy Water Supply,
Power and Utilities Engineering Bur.,
425 Mason St., San Francisco 1, Calif.

Mrs. Katherine G. Dolliver,
Chemistry Library, Univ. of Calif.,
Berkeley, Calif.

Housing Authority of the C. & C. of S.F.
Miss Joan Brewster, Librarian,
440 Turk St., San Francisco 2, Calif.

Miss Dorothy Fowler, Librarian,
Calif. State Chamber of Commerce,
350 Bush St., San Francisco 4, Calif.

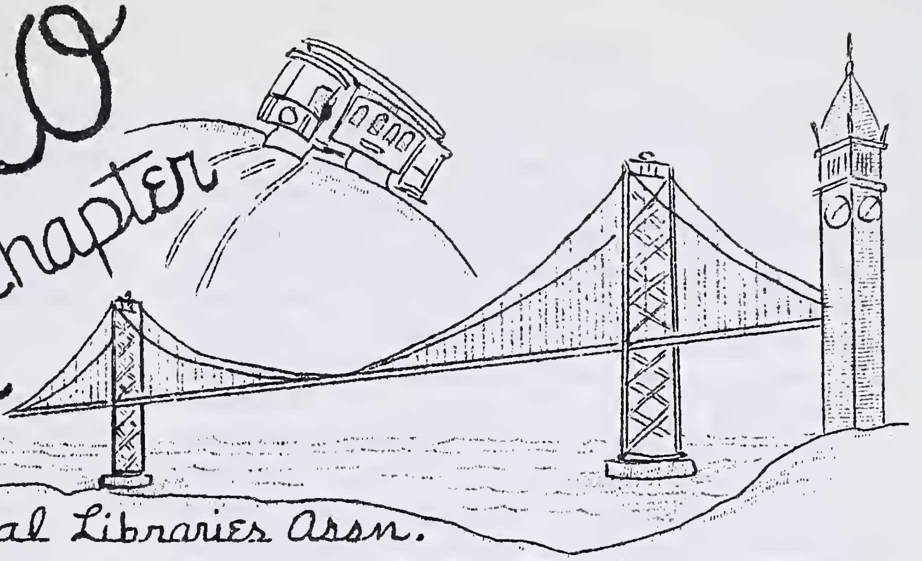
Miss Naomi Anderson,
1250 Masonic Ave.,
San Francisco, Calif.

Esther S. Jessee,
Hewlett-Packard Co.,
395 Page Mill Road, Palo Alto, Calif.

Miss Louise Grove,
C/O Miss Grace Brannan,
Hotel Cordova #403, 521 Post St., S.F.

San Francisco Bay Region Chapter Bulletin

Special Libraries Assn.



Vol. 19, No. 7.

April, 1949

APRIL MEETING

SPEAKERS: Carleton Green, Regional Economist, Department of Commerce, Office of Business Economics, will speak on THE U. S. DEPARTMENT OF COMMERCE AS A SOURCE OF BUSINESS AND ECONOMIC INFORMATION.

George A. Scott, Agricultural Statistician, In Charge, THE CALIFORNIA CROP AND LIVESTOCK REPORTING SERVICE, Sacramento, will describe the work of the Service.

After the program, we will visit the libraries of the U. S. Dept. of Commerce, 308 Custom House, 558 Battery St., and the U.S. Dept. of Agriculture, 626 Appraisers Bldg., 630 Sansome. Both libraries are near the Marconi Restaurant.

DATE AND TIME: Wednesday, Apr. 20, 6:15 PM.

PLACE: Marconi Restaurant,
241 Pine Street, San Francisco.

PRICE: (Members & Guests) $2.25 including tax and tip.

RESERVATIONS: Must be made before NOON Monday, April 18.
San Francisco: Mrs. Dayton, SU 1-7760-272.
East Bay: Mrs. Crowell, TW 3-1400.

GUESTS: Special Libraries Class, University of California, Graduate School of Librarianship, is cordially invited to attend the meeting and visit the two libraries.

LAST CHANCE

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PACIFIC COAST SLA MEMBERSHIP DIRECTORY

Only 83 questionnaires received to date. If YOURS is among the MISSING, mail the form below to

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The Price of the DIRECTORY will be 50¢. If you will want a copy, please check here ____

CONVENTION HIGHLIGHTS

PAGE 3

AMONG OURSELVES

Alta Kirkland, Southern Pacific Librarian, is now Mrs. Reeves ... think it happened in February.

Leonora Martin, Librarian, San Francisco Employers' Council, is now recuperating from an illness.

Brigitte Clayton, British Information Services Librarian, has resigned and is rejoining her husband in New York, where they will return to England. She wishes to express, "How happy I am to have had the privilege of knowing so many Bay Area Librarians." Miss Ursula Skinner has succeeded Mrs. Clayton at the BIS.

CONVENTION EXHIBITS

SLA Bay Region members, authors of published articles or books on professional subjects, are asked to submit a copy of each for exhibit at the Los Angeles national convention. Copies will be returned after the Convention. Send to, or call, Katherine Karpenstein, P. O. Box 3495, San Francisco, 20., SU 1-7700, Ext. 3270.

MARCH MEETING

Held at World Affairs Council Library, San Francisco, Robert Gulick, Jr., Teaching Institute of Economics, Univ. of California, outlined the PRESIDENT'S BOLD NEW PROGRAM. He described the need for America's technical knowhow in construction and reconstruction programs in many undeveloped areas of the world. Howard Cook, Program Director, World Affairs Council, described the scope and nature of World Affairs programs. Mrs. Eve Kraft spoke on their Pamphlet and Document Shop, pointing out that practically all State Department materials are free to librarians in single copies or in large quantities. The shop obtains immediately upon publication quantity copies of many publications put out by both the government and private organizations concerned with international affairs.

Anne Burnett, Librarian of World Affairs Council Library, presided, and briefed us, before we visited her library, on its set up and collection.

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IS OUR THEME

ONLY 62 MORE DAYS
'TIL

S L A's 40th NATIONAL CONVENTION ... LOS ANGELES ... JUNE 12-18

WHAT CAN IT DO FOR ME ?

This convention is a business opportunity. It has been planned so you will take back to your library immediate benefits. Here are some practical, down-to-earth reasons that will justify your spending time and money to attend.

THE LATEST methods and procedures for YOUR kind of library will be discussed by librarians in YOUR field--be it advertising, biological science, transportation, or one of the other 11 S L A subject groups.

For example, a WORK SIMPLIFICATION CLINIC of FINANCIAL, BUSINESS, and INSURANCE librarians will learn how to eliminate unnecessary detail with $$$ saving shortcuts; BUSINESS AND ADVERTISING will get together on reports to management; SCIENCE-TECHNOLOGY specialists will learn all about OTS, how to read and use statistical data, the art of searching, ...

PERSONAL CONTACTS with other librarians in your field. The essence of a convention is people, and contacts made in an atmosphere of mutual interests bring out new ideas and open the door for future exchange of material and methods.

IN ADDITION, YOU WILL BE: representing your firm at a gathering of top industry business, government, and institutional librarians from all over the country. Here is a public relations job YOU can do for your organization.

... you will be attending the second meeting held on the West Coast in 19 years. This is an opportunity that will not come again for many years, because the majority of our membership is in the East.

... you will be participating in shaping S L A's future course. Decisions on membership, reorganization, and other vital issues facing us will be made in Los Angeles this June. They will affect each and every one of our 5245 members.

HOW MUCH WILL IT COST ?

Expenses will depend on choice of travel, hotel accommodations, number of days at convention, and affairs attended. Some members are figuring on $10.00 to $14.00 a day, excluding transportation.

Information on hotel accommodations was mailed to you in March and appears also in SPECIAL LIBRARIES for February, 1949. Expenses for three forms of travel from San Francisco roundtrip with tax are:

Train	(Owl & West Coaster)	$31.80
	Lower berth	9.44
		$41.24
	(Daylight)	$15.53
Air	(United, TWA)	$46.00
	(Western--no food)	$43.70
Bus	(Greyhound)	$10.70

Those wishing to share hotel accommodations or who would like to drive down, get in touch with Mrs. Margaret Rocq, Chairman, Chapter Conventions Committee, Standard Oil Company, SU 1-7700.

* * * * *

GET ON THE CONVENTION BANDWAGON NOW

FILL OUT YOUR HOTEL RESERVATIONS AND PRE-REGISTRATION FORMS

Mail to Convention's Housing Committee, Chairman, Katherine Laich, Los Angeles Public Library.

S L A OBJECTIVE

The constitution states: The object of this Association shall be to encourage and promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and to encourage the professional welfare of special librarians.

One of the proposed changes to be worked out at the Convention concerns our organization's OBJECT.

We are the oldest book firm in Northern California specializing

in

BUSINESS,
INDUSTRIAL,
TECHNICAL,
and SCIENTIFIC BOOKS

For many years we have supplied the industrial firms and the Special Libraries of California.

We supply the books of any publisher. If not in stock, we will procure them for you.

The more important books of the following publishers are always carried in stock:

AMERICAN INSTITUTE OF ACCOUNTANTS
AMERICAN SOCIETY OF METALS
AMERICAN TECHNICAL SOCIETY
THEO. AUDEL CO.
AVIATION PRESS
BANKERS PUB. CO.
M. BARROWS & CO.
BROOKINGS INSTITUTION
BRUCE PUB. CO.
CHEMICAL PUB. CO.
F. J. DRAKE & CO.
GOODHEART WILLCOX CO.
HARPER & BROTHERS
NORMAN W. HENLEY CO.
INDUSTRIAL PRESS
INTERNATIONAL TEXTBOOK CO.
MACMILLAN CO.
MANUAL ARTS PRESS
McGRAW HILL BOOK CO.
NORDEMAN PUB. CO.
W. W. NORTON & CO. INC.
ORANGE JUDD PUB. CO.
PHILOSOPHICAL LIBRARY.
PITMAN PUB. CORP.
POPULAR MECHANICS PRESS.
PRENTICE HALL, INC.
RADIO & TECHNICAL PUB. CO.
REINHOLD PUB. CORP.
RICHARD D. IRWIN CO.
RONALD PRESS CO.
RUTGERS UNIVERSITY.
CHARLES SCRIBNER'S SONS
SIMMONS BOARDMAN CO.
TRAUTWINE CO.
VAN NOSTRAND CO.
WHITTLESEY HOUSE
JOHN WILEY & SONS, INC.
YALE UNIVERSITY PRESS
NATIONAL BUREAU OF ECONOMIC RESEARCH

TECHNICAL BOOK CO.

407 Market Street
San Francisco

Yukon 6 - 2262

BOOK PAGE

Many Special Librarians have requested that the BUSINESS BRANCH of the SAN FRANCISCO PUBLIC LIBRARY include a selected list of their new books. These may be borrowed on a regular library card. Phone: Exbrook 2-3075. Location: 629 Russ Building

Bell, William H	Accountants' reports ... Ronald, 1949
Bradford, Frederick	Money and banking ... Longmans, 1949
California Manufacturers Assn.	California Manufacturers Directory, 1949 ... Times Mirror Press, Los Angeles.
Crouch, W. George	A guide to technical writing ... Ronald, 1948.
Dauten, Carl A.	Business finance ... Prentice, 1948.
	Exporters' encyclopedia, 1949... Exporters Ency. Corp., 1949.
Halsey, George D.	Training employees ... Harper, 1949.
Hepner, H. W.	Effective advertising. 2nd ed. McGraw,1949
Husband, William & Dockery, James C.	Modern corporation finance. Rev. ...Irwin, 1948.
Meyers, Albert L.	Modern economic problems. 2nd ed... Prentice, 1948.
Phillips, Charles Franklin	Marketing; principles and methods ... Irwin, 1948.
Van Buren, DeWitt	Real estate brokerage and commissions; law and practice... Prentice, 1948.
Weaver, Samuel Pool	Essential principles of the law of business ... Allyn & Bacon, 1949.

SAN FRANCISCO SLA MEMBER PUBLISHES IMPORTANT NEW SOURCE BOOK

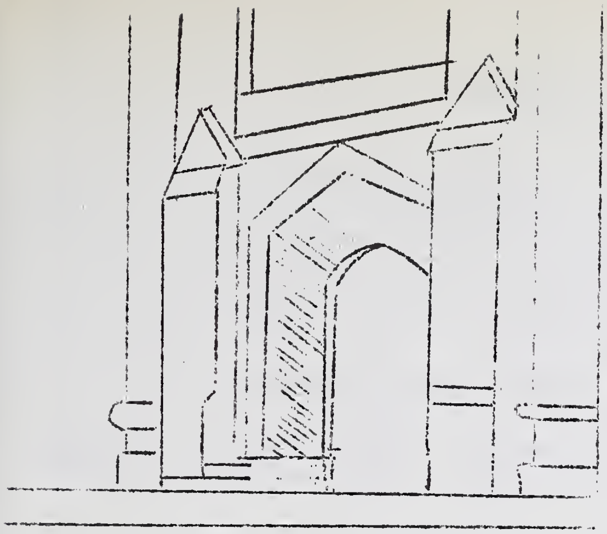
Space prevented calling attention to EDWIN COMAN'S, SOURCES OF BUSINESS INFORMATION Prentice Hall, 1949, in the March Bulletin.

All kinds of basic sources for finding information necessary to business and industry are covered by Mr. Coman, Director of the Library, Stanford Graduate School of Business. Chapters are included on methods of locating facts, basic time-saving sources, how information on firms and individuals may be found, what publications are concerned primarily with the business scene, what are the main sources for statistical and financial information. Each section includes its own appraisal of bibliographies, handbooks and yearbooks, texts, periodicals, loose-leaf services, associations in the field. Chapters on specific fields include: financial, real estate and insurance, accounting, management, marketing, sales management and advertising, industrial relations. Sources on all the basic industries are described. Invaluable for the special librarian entering a new field. Hand it to the business man for a basic reading list.

OFFICERS AND COMMITTEES

1948 - 1949

PRESIDENT	Miss Phyllis Anderson, Pan American Airways P. O. Box 151, South San Francisco, JU 7-8361
VICE PRESIDENT (Membership Chrmn)	Mrs. Dorothy Thomas, Paraffine Co., 1550 Powell Emeryville 8, OL 2-8400
SECRETARY	Miss Alleen Thompson, 749 Octavia St., San Francisco
TREASURER	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library 626 Appraisers Bldg., San Francisco 11, YU 6-3111
DIRECTOR (Program Chrmn)	Miss Anne Burnett, World Affairs Council, 623 Sutter St., San Francisco, OR 3-5761
DIRECTOR (Hospitality Chrmn)	Miss Ruth Wingfield, Shell Development Co., 4560 Horton St Emeryville, Calif. OL 2-6100
IMMEDIATE PAST PRESIDENT	Mrs. Margaret Uridge, Inter-Library Loan Dept., U. of Cal., Berkeley, Cal. AS 3-6000, Ext. 627
ADVERTISING COMMITTEE	Miss Katherine Karpenstein, Standard Oil, 225 Bush, San Francisco 20. SU 1-7700
ARCHIVES COMMITTEE	Mrs. Marjorie Madison, Standard Oil, 225 Bush, San Francisco SU 1-7700
BULLETIN COMMITTEE	Mrs. Elizabeth Roth, Standard Oil, 225 Bush, San Francisco. SU 1-7700
CONVENTIONS COMMITTEE	Mrs. Margaret Rocq, Standard Oil Co., 225 Bush, San Francisco SU 1-7700
DUPLICATE EXCHANGE COMMITTEE	Miss Elizabeth Nutting, Shell Development Co., 100 Bush, San Francisco. EX 2-5400
EMPLOYMENT COMMITTEE	Miss Margaret MacKellar, Anglo Calif. Natl. Bank, 1 Sansome San Francisco. DO 2-8100
LIBRARY SURVEY TEAM	To be appointed.
MANUAL REVISIONS COMMITTEE	Mrs. Margaret Uridge, U. of Cal., Berkeley, Cal. AS 3-6000. Ext. 627.
METHODS COMMITTEE	Miss Berna Carlson, School of Management, Golden Gate College, 537 Market, San Francisco. PR 5-5774.
PUBLICATIONS	Mrs. Harry Williams, California Research Corp., P.O. Box 1627, Richmond, Calif. Richmond 7800.
PUBLIC RELATIONS COMMITTEE	Miss Theodora Larsen, Alameda Free Library, Alameda, Cal. LA 2-5413.
UNION LIST COMMITTEE	Miss Harriet Collopy, Business Branch, San Francisco Public Library, 629 Russ Bldg., San Francisco. EX 2-3075.



SAN FRANCISCO BAY REGION CHAPTER S.L.A.

MARINES MEMORIAL CLUB ... is the place

(by special arrangement)

Mason & Sutter, 4th floor
Cocktail service before dinner in private dining room.
MAY 19th is the date. 6:15 is the time. $2.75 is the price, including tax and tip

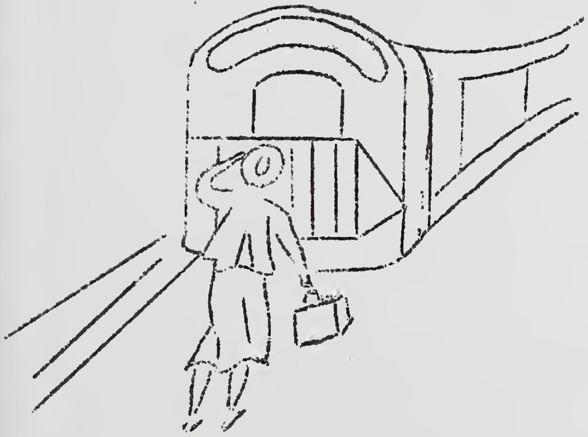
CALLING ALL MEMBERS TO AN IMPORTANT MEETING

* To hear plans for SAN FRANCISCO DAYS--POST CONVENTION TOUR--June 22-23.

when we play host to S.L.A. Conventioneers!

library visits!
informal luncheons--showing the sights!
Climax: CHAPTER BANQUET--SHANGHAI LOW, June 22!

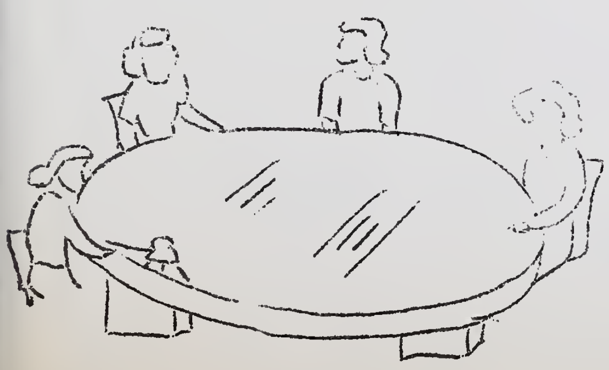
* To get Pointers on HOW TO GET THE MOST OUT OF THE CONVENTION, Los Angeles, June 11-18.



how a national S. L. A. Convention operates!

guide talk on General and Group meetings!

* To join the lively discussion of ASSOCIATION QUESTIONS OF THE DAY



which affect our Chapter and every member
which will be discussed at--and after--the Convention
(See page 2 for the burning issues!)

Reservations: By 5PM Monday, May 16.

Mrs. Dayton, SU 1-7760. Ext. 272 San Francisco
Mrs. Crowell, TW 3-1400. East Bay

PROPOSED CHANGES IN TODAY'S S. L. A.

S. L. A. has reached its 40th anniversary, when it is agreed that we should take another look at our professional objectives and how best to accomplish them, our membership, our administrative problems due to our rapid growth. We have outgrown our own working tool--our Constitution. We need the constructive thought of the entire membership to make new provisions to meet new times.

Some of the proposed changes which affect us most!

Changes in membership (Details are included in this Bulletin. Please bring these sheets to the May meeting.)

in types of membership

in qualifications for membership

in S. L. A. publications which you will receive, and the number of Groups which you may join, under different types of membership.

To change the name of national "Groups" to "Divisions."
To enlarge the national Executive Board--for better representation.

Come and join the voicing of opinions now going on in all Chapters!
Learn the reasons for some of the proposed changes!

AT THE MAY MEETING, May 19th, MARINES MEMORIAL CLUB

ALL THE BOOKS OF ALL THE PUBLISHERS IN

SCIENCE

TECHNOLOGY

BUSINESS

AND

MEDICINE

ARE AVAILABLE AT

STACEY'S

551 Market Street San Francisco 5

Garfield 1 - 4687

S.L.A. PACIFIC COAST MEMBERSHIP DIRECTORY

GET YOUR COPY EARLY!

The Directory will be received by the Committee from the printer on May 27th. It will sell for 50 cents a copy to members and $1.00 to non-members. Those wishing their copy "hot off the press" should send their orders together with the amount of money in cash immediately to one of the representatives listed below.

Miss Eugenia Ironside
Shell Development Co.
100 Bush Street
San Francisco 6, Calif

or

Harry L. Williams, Jr
840-54th St., Apt. B
Oakland 6, Calif.

We hope that all our members will want to have a copy of this Membership Directory which is to serve for the next two years, 1949-1950.

Copies of the Directory will also be sold at the Convention in Los Angeles and at the June meeting of our Chapter.

PACIFIC COAST MEMBERSHIP DIRECTORY

Please send ___ copy or ___ copies

PAYMENT ENCLOSED IN CASH $____

NAME ____________________

STREET ____________________

CITY & STATE ____________________

POST CONVENTION SAN FRANCISCO DINNER

Tickets will be on sale at the May meeting for the post-convention tour dinner at SHANGHAI-LOW, June 22. Price. $2.85.

1949 CHAPTER BALLOT ENCLOSED

LIBRARIES IN PRINT, or DON'T HIDE YOUR LIGHT

If your library has been written up in print, the Exhibit Committee for the National Convention would like a copy of the article for exhibit purposes.

If you have written anything on professional subjects, the Committee would also like to exhibit that material.

Please call or write Katherine Karpenstein, Standard Oil Library, 225 Bush, San Francisco 20, SU 1-7700, Ext. 3270, by May 20. Even if you have no extra copy for exhibit purposes (and all material will be returned after the Convention) please give Miss Karpenstein the reference so that arrangements can be made to photostat.

DUPLICATE EXCHANGE

Copies of the Spring 1949 DUPLICATE EXCHANGE LIST, with yellow covers in honor of the Gold Rush Centennial, were sent recently to all those who asked for them. Anyone else who would like to have a copy may obtain one from Miss Elizabeth Nutting, Chairman of the one man committee.

It is hoped that many members will "strike pay dirt" between the covers of this publication. It is the fourteenth issue published by our Chapter in the last 7 years. It is unique in that it contains contributions from all three of the Pac. Coast Chapters--Puget Sound, Southern California, and our own. For some years, Miss Nutting has been promoting the idea of having facilities for a regional exchange of duplicates. This Spring issue is the outgrowth of these efforts. Copies will be at the Convention as part of a display of tangible results of regional cooperation. Interest in duplicate exchange has been growing steadily. The first issue, only a dozen pages, published in the Fall, 1942, included contributions from 7 libraries. Forty-one pages were in the Fall 1949 copy marking the participation of twenty-one libraries of many and varied interests. We have been fortunate to have been able to have the lists printed without cost to the Chapter. Since this latest list represents a new development, Miss Nutting says she will welcome more than ever comments and suggestions which will help make future issues more useful.

NATIONAL SECRETARY WILL INTERVIEW AT THE CONVENTION

Mrs. Kathleen B. Stebbins, Secretary, S.L.A., will be available for consultation during Convention week, Los Angeles, June 11-18, for placement of members.

S.F. CHAPTER VICE PRESIDENT ACCEPTS NEW POSITION

Mrs. Dorothy Thomas, 1948-49 Chapter Vice President and President Elect, is now Assistant Librarian, Naval Supply Center, Oakland, California. Because of the responsibilities of her new job, Mrs. Thomas was unable to accept the Chapter Presidency this year.

Miss Doris Louis has succeeded Mrs. Thomas at The Paraffine Companies, Inc.

MEDICAL LIBRARIANS OF SCIENCE-TECHNOLOGY GROUP, Bay Area

On May 2, new officers of the Medical Librarians Group were elected: Ann P. Kennedy, Librarian, Alameda County Medical Library, President and Chairman; Miss Clara Manson, Librarian, Lane Medical, Stanford University, Vice President; Arline Robinson, Librarian, College of Physicians and Surgeons, Treasurer; and Jane P. Fales, Librarian, University of California School of Pharmacy, Secretary.

NEW MONTHLY IN PHARMACEUTICAL FIELD

The Pharmaceutical Librarians of S.L.A., Winifred Sewell, Chairman, E. R. Squibb & Sons, have compiled and published the list of hard-to-find drugs of foreign companies with the U. S. equivalent and manufacturer. It is entitled UNLISTED DRUGS, and is proving useful to research departments in biochemistry, pharmaceuticals, pharmacology, and pharmacy.

ANOTHER DRASTIC BOOK POST INCREASE IN CONGRESS -- H.R. 2945 and S. 1103

Another increase, the fourth since 1941, in book post rates is proposed. We urge you to write your Congressman along the following lines:

An informed and literate people are essential in a democracy. The realization of this led to the establishment of a subsidized book post rate under which book distribution flourished. The present proposed increase would be a reversal of the traditional concept of this use of the mails as a non-profit public service. It comes only a few weeks after another discriminatory rate went into effect, and would constitute an increase of 500% on the first pound, and 300% on each additional pound over the rate in effect in 1941.

Book distribution medias could not stand the increase, and books would be driven out of the mails. The estimated increase to the post office would not be realized and the public would suffer impairment of book distribution and increased costs.

The Chairmen of the Congressional Committees are:

House: Rep. Tom Murray
House, Post Office & Civil Service Committee

Senate: Sen. Olin Johnson
Senate, Post Office & Civil Service Committee

Write your representatives:

Marin County	Hubert R. Scudder
S. F. County	Frank R. Havenner and Richard J. Welch
Alameda County	Geo. P. Miller
Piedmont, Oakland and Berkeley Co.	John J. Allen, Jr
San Mateo County	Jack Z. Anderson

MARGARET ROCQ NEW S.L.A. INTERIM DIRECTOR

The S.L.A. Board of Directors has appointed Margaret Rocq, Librarian, Standard Oil of California, Interim Director, to serve out the term of Donald Clark, Harvard Graduate School of Business.

We are the oldest book firm in Northern California specializing

in

BUSINESS,
INDUSTRIAL,
TECHNICAL,
and SCIENTIFIC BOOKS

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BROOKINGS INSTITUTION
BRUCE PUB. CO.
CHEMICAL PUB. CO.
F. J. DRAKE & CO.
GOODHEART WILLCOX CO.
HARPER & BROTHERS
NORMAN W. HENLEY CO.
INDUSTRIAL PRESS
INTERNATIONAL TEXTBOOK CO.
MACMILLAN CO.
MANUAL ARTS PRESS
McGRAW HILL BOOK CO.
NORDEMAN PUB. CO.
W. W. NORTON & CO. INC.
ORANGE JUDD PUB. CO.
PHILOSOPHICAL LIBRARY.
PITMAN PUB. CORP.
POPULAR MECHANICS PRESS.
PRENTICE HALL, INC.
RADIO & TECHNICAL PUB. CO .
REINHOLD PUB. CORP.
RICHARD D. IRWIN CO.
RONALD PRESS CO.
RUTGERS UNIVERSITY.
CHARLES SCRIBNER'S SONS
SIMMONS BOARDMAN CO.
TRAUTWINE CO.
VAN NOSTRAND CO.
WHITTLESEY HOUSE
JOHN WILEY & SONS,INC.
YALE UNIVERSITY PRESS
NATIONAL BUREAU OF ECONOMIC RESEARCH

TECHNICAL BOOK CO.

407 Market Street
San Francisco

Yukon 6 - 2262

APRIL MEETING--MARCONI RESTAURANT

A big turn-out of members and guests heard how two government agencies are supplying information to business and industry.

"The California Crop and Livestock Reporting Service," supported by both the California and the U. S. Departments of Agriculture, was described by the Office's chief, Mr. George A. Scott, who came down from Sacramento for the occasion. A list of the Service's reports was distributed, and all of them are available free to those having a need for California agricultural statistics.

Mr. Carleton Green, Regional Economist for the Department of Commerce, high-lighted the activities and publications of most of the 14 Bureaus and Offices of the Department. Management aids, business and commodity trends, technical data, basic statistics and world trade advice are the main kinds of service offered by the Department.

After the meeting, the Regional Commerce Library, where Gertrude Searby, Librarian, and the staff explained their activities, was visited. Brochures listing publications and services available were distributed.

Signe Ottersen, Librarian, U. S. Department of Agriculture Library, had her library open for inspection, and gave an interesting outline of her work.

At dinner, Ruth Wingfield, Director of Hospitality, introduced new members and guests (Special Libraries Class from the University of California were after dinner guests). Miss Wingfield explained the new name badges available for all members. Katherine Karpenstein, a member of Harry William's Publications Committee, told of the progress of the PACIFIC COAST MEMBERSHIP DIRECTORY, due for release June 1, and how each member's support is needed to put over this undertaking. Support this joint project by buying a copy, 50 cents!

SEE PAGE 2 FOR ASSOCIATION ISSUES OF THE DAY

Thelma Hoffman, Vice Chairman of the National Science-Technology Group, spoke on the advantages of attending a national S.L.A. Convention and mentioned a few of the main features.

EDWARD T. COMAN UNANIMOUSLY RECOMMENDED BY BAY REGION CHAPTER FOR S.L.A.'S FIRST AWARD OF ACHIEVEMENT

At the March meeting, the Chapter unanimously recommended Edwin T. Coman, Director of the Library, Stanford University Graduate School of Business, and a SLA'er, for the Association's First Award of Achievement (for the year 1948). Your President was instructed to advise the National Awards Committee that Mr. Coman's library activities in SLA, CLA, and ALA, and his book, SOURCES OF BUSINESS INFORMATION, reviewed in the March Chapter Bulletin, well qualify him for this recognition.

We understand the National Business Group, Puget Sound Chapter, and many individuals have gone on record favoring our choice.

WE'RE GLAD TO HAVE YOU WITH US

The Chapter welcomes the following new members:

Mr. Geo. Goldfine
2417 Franklin St., San Francisco.
Business address: Library Dept., Hdqtrs.
6th Army, Presidio, S. F.
(Transfer from Southern Calif. Chapter)

Miss Margaret Strong
Documents Library
University of Califonria

This brings our total as of March 31st to 238 members, the FIFTH largest of SLA's 23 chapters.

WE WOULD BE GLAD TO KEEP YOU WITH US

DUES ! DUES !

Are Y O U a S.L.A. delinquent? Just slip your check in an envelope and send TODAY to S.L.A. Headquarters, 31 East 10th St., New York 3.

OFFICERS AND COMMITTEES

1948 - 1949

PRESIDENT	Miss Phyllis Anderson, Pan American Airways P. O. Box 151, South San Francisco, JU 7-8361
VICE PRESIDENT (Membership Chrmn)	Mrs. Dorothy Thomas, Naval Supply Center, Oakland, Calif. Home: 177 Hazel Ave., Mill Valley, Calif.
SECRETARY	Miss Alleen Thompson, 749 Octavia St., San Francisco
TREASURER	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library 626 Appraisers Bldg., San Francisco 11, YU 6-3111
DIRECTOR (Program Chrmn)	Miss Anne Burnett, World Affairs Council, 623 Sutter St., San Francisco, OR 3-5761
DIRECTOR (Hospitality Chrmn)	Miss Ruth Wingfield, Shell Development Co., 4560 Horton St Emeryville, Calif. OL 2-6100
IMMEDIATE PAST PRESIDENT	Mrs. Margaret Uridge, Inter-Library Loan Dept., U. of Cal., Berkeley, Cal. AS 3-6000, Ext. 627
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ARCHIVES COMMITTEE	Mrs. Marjorie Madison, Standard Oil, 225 Bush, San Francisco SU 1-7700
BULLETIN COMMITTEE	Mrs. Elizabeth Roth, Standard Oil, 225 Bush, San Francisco. SU 1-7700
CONVENTIONS COMMITTEE	Mrs. Margaret Rocq, Standard Oil Co., 225 Bush, San Francisc SU 1-7700
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METHODS COMMITTEE	Miss Berna Carlson, School of Management, Golden Gate College, 537 Market, San Francisco. PR 5-5774.
PUBLICATIONS	Mr. Harry Williams, California Research Corp., P.O. Box 1627, Richmond, Calif. Richmond 7800.
PUBLIC RELATIONS COMMITTEE	Miss Theodora Larsen, Alameda Free Library, Alameda, Cal. LA 2-5413.
UNION LIST COMMITTEE	Miss Harriet Collopy, Business Branch, San Francisco Public Library, 629 Russ Bldg., San Francisco. EX 2-3075.

SPECIAL LIBRARIES ASSOCIATION

CONSTITUTION & BY-LAWS

PROPOSED CHANGES

ARTICLE I
NAME & OBJECT

	NOTES
Section 2. Object: The object of this Association shall be to encourage and promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and to encourage the professional welfare of special librarians.	Delete phrase "other research organizations" and change "its members" to "special librarians".

ARTICLE II
MEMBERSHIP

	NOTES
Section 1. Types: There shall be six types of national membership: Active, Student, Institutional, Sustaining, Personal and Life.	Abolish Associate type and Honorary. Add Personal to allow librarians in other types of libraries to affiliate.
Section 2. Active: Active members shall be individuals who are actively engaged in the administration, or as professional staff members, of special libraries including special departments of public and university libraries. Active members in good standing at the time of their retirement may retain this class of membership. They shall be entitled to receive the Journal free, to affiliate with one Division without further payment, to affiliate with the Chapter nearest to their place of employment, to vote at all meetings of the Association, and to hold office.	Only those actively engaged in special libraries could hold Active membership. Only one Division affiliation; only Chapter nearest to place of employment
Section 3. Student: Student members shall be individuals who are enrolled in classes in approved library schools. They shall be entitled to affiliate with the Chapter nearest to their school.	Only students of library schools, not statistical or research work. Affiliate with nearest Chapter only - no Division affiliation and no publications.
Section 4. Institutional: Institutional members shall be special libraries, or individuals, firms or other organizations which maintain a special library. In addition to all privileges of Active membership, a single designated representative of an Institutional member shall be entitled to purchase Association publications at a discount of 50% and to receive one publication each year free.	Only one Division affiliation; publications at a discount instead of free.

NOTES

Section 5. Sustaining: Sustaining members shall be individuals, firms or other organizations not maintaining a special library but interested in supporting the work of the Association. They shall be entitled to receive the Journal free and to affiliate with the Chapter nearest to their place of business.

Affiliation with nearest Chapter only

Section 6. Personal: Personal members shall be individuals engaged in sub-professional capacities in special libraries, engaged in other types of libraries or in statistical or research work. They shall be entitled to affiliate with the Chapter nearest to their place of employment but shall not be entitled to affiliate with a Division, to vote or to hold office.

New type of member to allow those in sub-professional capacities in special libraries and in other types of library work to take part in Chapter activities while clearing Division rolls of those not actively - engaged in professional special library fields.

Section 7. Life: Life members shall be all who are Life members at the time of the adoption of this section and all others who are eligible for Active membership who shall pay at one time, and without further obligation, the sum set down for this class of membership in By-Law . Those who become Life members after the adoption of this Section and those who are now Life members and are eligible for Active membership shall be entitled to all the rights and privileges of Active members.

DINNER RESERVATION

SPECIAL LIBRARIES ASSOCIATION, SHANGHAI LOW

June 22

Miss Ruth Wingfield, Librarian,
Shell Development Company,
4560 Horton Street,
Emeryville 8, Calif.

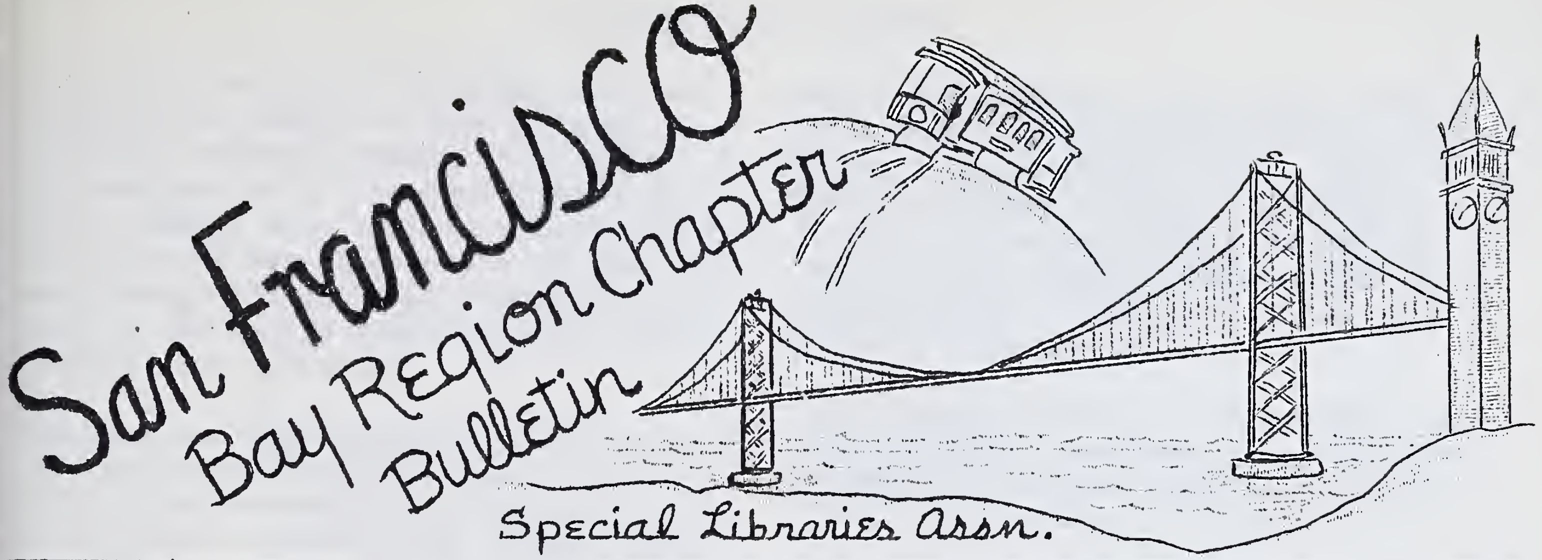
Enclosed is my check for $2.85 for the Chinese dinner Wednesday, June 22, Shanghai Low, 6:30 p.m. ($2.85 includes tax and tip.)

Name ______________________________

Address ___________________________

Make checks payable to Special Libraries Assn. All reservations must be paid in advance by Thursday, June 16.

NO LATE RESERVATIONS CAN BE ACCEPTED



San Francisco Bay Region Chapter Bulletin

Special Libraries Assn.

Vol.19, No. 9. June, 1949

SAN FRANCISCO DAYS POST CONVENTION TOUR

June 22-23

The San Francisco Chapter will be host to the SLA CONVENTIONEERS for two days, Wednesday and Thursday, June 22 and 23. Their train will arrive Wednesday morning, 7 A.M., Oakland. Following their arrival at their S. F. hotel, the Mark Hopkins, they will be taken on a Grayline Tour of the City.

DINNER

Wednesday night we will have a festive Chinese dinner at SHANGHAI LOW, honoring our National Officers and Eastern members.

Be sure to be there to greet our guests.

Reservations must be received by June 16th.

If you have not already bought your ticket please send the enclosed form with your check for $2.85 to Miss Ruth Wingfield, Shell Development, Emeryville, as soon as possible. All reservations must be prepaid, and no reservations can be accepted later than the 16th.

Mrs. Hooker and Miss Vormelker will be on Jane Lee's radio program, Thursday morning at 9:30 a.m.

For the two days, Harriet Collopy at the Business Branch, San Francisco Public Library, will be our Information Center. Her phone is EX 2-3075. Call her for any information about libraries or San Francisco that our guests may need.

Thursday will be free for library tours and additional sightseeing. Why not arrange an informal luncheon or tour for one or more of the visitors?

Their train leaves Thursday at 4 p.m. Let's make their visit a memorable one.

SEE YOU AT THE DINNER

SHANGHAI LOW 6:30

JUNE 22

THE PRESIDENT REPORTS

In this issue of the BULLETIN, you have before you a panoramic view of your Chapter's accomplishments for the year. The contents of the various Committee reports clearly show that an outstanding and enviable job was done by the Chapter. It was through the combined work and cooperation of the entire membership that such results were possible.

The year has been historic in that most of our activities centered around plans for SLA'S first convention on the west coast in 19 years. In addition, several other noteworthy Chapter projects were accomplished.

We started the year in July with a successful exhibit at the Bay Area Industrial Exposition, at the Civic Auditorium. Plans were soon afoot for the Joint Meeting with the Southern California Chapter at Santa Barbara, which took place in November, and drew a good attendance from the North.

About this time, the voluminous Autumn issue of the Duplicate Exchange List made its appearance, followed shortly by a Chapter membership directory. By the first of the year, we had met together at 5 general meetings, and it was at the January meeting at San Quentin Prison that an attendance record of 162 members and guests was achieved.

February provided us with the much talked about library institute on HOW TO TELL YOUR STORY TO MANAGEMENT, which consisted of three sessions and had a registration of 44 members. The work of the Conventions Committee gained momentum, and Chapter plans for the Convention and two-day Post Convention Tour to San Francisco consumed more and more time. Two regional projects began to be talked about-- The Pacific Coast Duplicate Exchange List, issued in April, and the Pacific Coast Membership Directory, now available to members for 50 cents and to non-members for $1.00. Our seventh general meeting in May on Association business proved that we all are concerned about being at the "crossroads," and that more meetings should provide informal discussion on our organization's business.

In the midst of all this activity, our membership grew from 192 in May 1948 to the present number of 247, and many of us changed our membership status from Associate to Active. Through the effective efforts of the Hospitality Committee, we welcomed many "stray" members back to meetings, and we all sported new name badges at the meetings.

Your Bulletin took on a "Convention Look" beginning with the November issue, and brought you an excellent coverage on Chapter and Association news.

We even grew rich, thanks to the efforts of a capable Treasurer and a one man Advertising Committee, which brought ads to our Bulletin for the first time.

We worked closely with the School of Librarianship, U. of California, in assisting in the reorganization of their course on Special Libraries given by our former President, Margaret Uridge. We supplied lecturers from the Chapter to speak on various phases of library work and invited the Special Libraries class to one general meeting and the last session of the Institute.

Throughout the year, on Monday evenings, you could find the Union List Committee hard at work on the revised list of serials of the S. F. Bay Region. Employment services were given to an increasing number of members and an alarming number of non-members; 16 of the 78 applications found positions through our local office. We didn't hide our light under a bushel either, for your Press Relations Committee regularly supplied 10 local papers with items.

Before us we now have two climaxing events of the year--a Convention at Los Angeles and a Post Convention Tour to San Francisco, with a dinner at Shanghai Low's on June 22, bringing to a close our year's activities. At this dinner, you will meet your Association officers and your incoming Chapter Officers.

It has been an active and challenging year, and for your President, an enriching experience. I want to take this opportunity to thank my Executive Board and Committees for their loyal and tireless service, and the entire membership for their cooperation.

PHYLLIS ANDERSON, Pres.

ANNUAL REPORT OF THE BULLETIN COMMITTEE

The Bulletin Committee, beginning in September, 1948, issued 9 monthly Bulletins, without missing either an editorial or a mail deadline. In November, the format was changed to feature a masthead on Page 1, eliminating a cover. The masthead was designed to represent the two large segments of our Chapter--East Bay and San Francisco. About 235 bulletins were mailed monthly to members, as well as 57 to headquarters personnel, and all Chapter Presidents and Editors throughout the U. S. Expenses were reduced to $27.81 for the cost of the paper and the mimeographing of the front page. Postage, which in January rose from 1½ cents to 2 cents for each copy, totaled about $46.40.

Respectfully submitted,

Betty Roth, Chairman
Eugenia Ironside
Pat Burke
Lillian Stauffer
Margaret Strong
Elizabeth Muenscher
Mary Dayton
Margaret MacKellar

ANNUAL REPORT OF THE EMPLOYMENT COMMITTEE

Applications:

78 applications were received or renewed during the year.
29 of these were from out of state.

Applicants interviewed:

69 applicants were interviewed, and of these 17 were SLA members.
3 have since become associate members
49 were non-members.

Positions:

44 openings were listed with the Committee. Of these 16 were filled by SLA; 3 are still open (1 is temporary, 2 are in public libraries); 6 openings were cancelled after listing due to insufficient funds or other changes of plans; the 19 remaining were filled by other sources, in many cases because we had no one interested - this was especially true of the 8 public library positions listed.

Respectfully submitted,

Margaret MacKellar, Chairman

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TECHNOLOGY

BUSINESS

AND

MEDICINE

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STACEY'S

551 Market Street
San Francisco 5

Garfield 1-4687

ANNUAL REPORT OF THE BULLETIN ADVERTISING COMMITTEE

Revenue from advertising July 1948-May, 1949	$39.00
Revenue to be collected in June, 1949	16.50
TOTAL	$54.50

Respectfully submitted,

Katherine Karpenstein
Advertising Committee

ANNUAL REPORT OF THE CONVENTION COMMITTEE

The Convention Committee of this Chapter has had the dual function of cooperating with the Association's 1949 Convention Chairman and her committees, and of planning the Post-Convention Tour in the San Francisco Bay Area.

Two projects in cooperation with the Puget Sound and Southern California Chapters were carried out by our Chapter--the Duplicate Exchange List and Pacific Coast Membership Directory, which will be available at the Convention in Los Angeles. This Committee advised that these publications be made, the work being done by other Committees.

Display of Chapter publications, stories on and pictures of our libraries, articles by our librarians are to be exhibited at the SLA Information booth at Los Angeles, and our members will help staff the booth.

A map of the Bay Region showing location of libraries and tourist pamphlets will be distributed to those coming to San Francisco. Posters are being used to call attention to these and also to the Directory.

For the Post-Convention Tour, June 22-23, a dinner will be held at Shanghai Low Restaurant, $2.85 per person. We were fortunate in having the assistance of Dr. R. H. Ewell to help plan the menu. Before the dinner, Chapter officers will entertain Association officers at a cocktail party. On Thursday, the 23rd, libraries will be open to visitors.

Miss Ruth Wingfield, Hospitality Chairman, is arranging the dinner, Mrs. Dorothy Thomas the cocktail party. Publicity in financial and trade papers for the Pacific Coast Membership Directory and for the Convention is being handled by Miss Berna M. Carlson and Miss Patricia Burke.

For the last and most active month of the year, the work of this committee is under two working Chairmen--Miss Elise Hoffman, Activities during the Convention--and Miss Margaret MacKellar, Post-Convention Tour.

Respectfully submitted,
Margaret M. Rocq, Chairman
Patricia Burke
Berna Carlson
Isabella Frost
Margaret Hatch
Elise Hoffman
Betty Holden
Katherine Karpenstein
Dorothy Thomas
Margaret Uridge
Margaret MacKellar
Ruth Wingfield.

ANNUAL REPORT OF THE ARCHIVES COMMITTEE

Due to the illness of the Chairman, the Archives Committee was inactive. Recommendations: That the next Chairman make a determined effort to fill in all missing Bulletins. Miss Jessica Fredericks made a drive to obtain a complete set when she was Editor of the Bulletin and possibly missing issues could be obtained from her or reproduced to complete the Archives set. When all available numbers have been filled in, they should be bound for the permanent archives. ingle copies are too easily lost.

Respectfully submitted,

Marjorie P. Madison, Chairman

ANNUAL REPORT OF THE DUPLICATE EXCHANGE COMMITTEE

The Duplicate Exchange Committee is happy to report that during the past year considerable progress has been made in its campaign to promote cooperation between the three Pacific Coast Chapters in this activity. This Spring, because our Chapter is in the unusually fortunate position of having at its disposal facilities for printing the lists without cost to the Chapter, we were able to invite the Puget Sound and Southern California chapters to join us in publishing a regional duplicate exchange list. This made the Spring 1949 edition of the list the longest and, we hope, the most useful published to date. Approximately one hundred copies have been distributed, and plans are being made to use the list at the Los Angeles convention in June in a display designed to show examples of regional cooperation. We hope that now the other two chapters will be inspired to find ways and means to cooperate with us in the future, either by publishing their own lists which can be distributed regionally or by joining us again in publishing our list.

The committee also published the usual Fall list. This issue, although it contained contributions from members of our own chapter only, was of record length. The growth of these lists to over 40 pages poses two questions on which the committee would be interested in hearing comments from the members. Is the list becoming too long to be useful? And would members who request copies of the list be willing to send a few cents in stamps with their request blanks to meet the increasing cost of mailing copies.

Respectfully submitted,

Elizabeth Nutting, Chairman

ANNUAL REPORT OF THE HOSPITALITY COMMITTEE

The Hospitality Committee accomplished the following in the year 1948-49:

1. Supplied permanent name badges which may be used as place cards at dinner meetings. These were donated by Shell Development Company.

2. Issued an informal letter in January 1949 to local members who had not attended meetings for the past three consecutive times, urging them to attend. One hundred and eleven letters were sent.

3. Made the seating arrangements and introduced new members and guests at dinner meetings.

4. The Committee is presently making arrangements for the Post-Convention Tour dinner at Shanghai Low, June 22. This includes selecting the menu, ordering flowers, selling tickets to the dinner etc. Dr. R. H. Ewell of Stanford Research Institute, an authority on Chinese food and author of "Dining Out in San Francisco and the Bay Area," very kindly helped us select the menu.

Respectfully submitted,

Ruth Wingfield, Chairman

ANNUAL REPORT OF THE METHODS COMMITTEE

This year marked the presentation of a new type of program for the Bay Area Chapter of the SLA. Under the direction of the Methods Committee, an Institute on "Technique and Applications of Report Writing," was held on consecutive Thursday evenings during February in the Commissioners' Room of the San Francisco Public Library.

At the first meeting, Feb. 10, Mr. John R. Doxey, Manager, Statistical Division, California Packing Corporation, gave a pictorial presentation on "How to Tell Your Story to Management." After discussing generally the operations of Cal-Pak, Mr. Doxey described the methods used by his department in preparing various types of reports for management. He discussed the use of graphs and charts, and exhibited numerous reports and charts prepared by his division.

Mr. Roy W. Poe, Associate Dean of the School of Management, Golden Gate College (and Lecturer in Business Writing and Office Management), was the speaker at the second meeting on Feburary 17. His topic, "Some Techniques of Report Writing," covered the organization, style, and

(Con't from Page 5)

language of the business report. He stressed the fact that business writing is not literary writing but is only accurate talking on paper. Business writing can be simple, human writing. Mr Poe illustrated how 30% of the average letter or report is often excess words. He offered many suggestions for a simple approach to reports, including an outline of an annual library report. An abstract of Mr. Poe's talk has been prepared and will appear in the Bulletin of the Business Group, SLA.

The final meeting, on February 24, was a panel discussion covering types and examples of library reports. The following participants took part and described how reports were assembled and used in their libraries: Miss Anne M. Avakian, Western Regional Research Laboratory Library, U. S. Dept. of Agriculture; Miss Ethel Blumann, Oakland Public Library; Miss Isabella M. Frost of Lansing Library Service, Safeway Stores; Mrs. Margaret M. Rocq, Standard Oil Company of California. Mrs. Margaret D. Uridge of Interlibrary Loan Service Department, U. of California, presided as Chairman. The members of the Special Libraries Class, U. of California, School of Librarianship, were guests at the meeting.

The Institute was well attended--44 registrants. A fee of $1.00 per person was charged to cover any costs. Expenses incurred amounted to $11.65, leaving a balance of $32.35 for the Chapter Treasury.

Respectfully submitted,

Berna M. Carlson, Chairman.

ANNUAL REPORT OF THE PROGRAM COMMITTEE

Saima Swift started as Chairman and outlined most of the meetings, but was unable to continue.

A survey on dinner meetings brought 25 responses, 19 in favor of dinner meetings, and 0 against. Concerning frequency, 8 voted in favor of 1 or 2 a year, 8 in favor of 3 or 4, and 9 in favor of more. The number of responses was too small to be an accurate sampling. On the whole, dinner meetings were better attended than non-dinner meetings.

The following meetings were held during the year:

Sept. Dinner at the Shattuck Hotel, Berkeley, followed by a conducted tour of the University of California Press. (47)

Oct. Inter-Library loans were discussed at an evening meeting at the S. F. Public Library; speakers were: Mrs. Margaret Uridge, Miss Thelma Reid, Miss Alice Mitchell, Mrs. Alma Wintle, Miss Theodora Larsen, Miss Helen Kearney, and Miss Harriet Collopy. (46)

Nov. Dr. Nathan Van Patten spoke on the Need for Analytics and Bibliographies Relating to Submerged Material at a dinner meeting at El Jardin Restaurant. (51)

Jan. A visit to San Quentin included a tour of the prison, as well as inspection of the Library; dinner was followed by talks by Warden Clinton Duffy, Associate Warden D. C. Riggs, and Librarian Herman K. Spector. Entertainment was provided by inmates. (162)

Feb. A Library Institute on Techniques and Applications of Report Writing was held on three February Thursdays in cooperation with the Golden Gate School of Management. Speakers included John R. Doxey, Roy W. Poe, and a panel of Special Librarians.

Mar. Mr. Robert Gulick's talk on International Economic Development at the World Affairs Council was followed by inspection of the World Affairs Library. (45)

Apr. Dinner at the Marconi Restaurant and talks by Geo. A. Scott on the California Crop and Livestock Reporting Service and Carleton Green on the Department of Commerce preceded visits to the Agriculture and Commerce Department libraries. Students from the U. of California School of Librarianship were guests. (58)

May. Plans for the coming Los Angeles SLA Convention were discussed at a dinner in the Marines Memorial Club. (50)

The following suggestions for meetings, not utilized during the past year may be of value for future programs: visits to the Bank of America Library, the Grabhorn Press, United and Pan American Air Lines,

Stanford Graduate School of Business, Stanford Research Institute, and other Stanford Libraries.

In addition to Committee members, a special vote of thanks should go to Mrs. Crowell of Oakland Public Library, who handled East Bay reservations for several meetings.

Respectfully submitted,

Anne Burnett, Chairman
Saima Swift
Mary P. Dayton
Leona M. Alexander
Alta Kirkland
LaVern W. Cutler
Herman K. Spector
Dorothy Thomas

ANNUAL REPORT OF THE SECRETARY

The compilation and mailing of the 1948-49 Directory of Members of the San Francisco Bay Area Chapter constituted the principal job of the secretary. Over 300 copies were prepared and mailed to chapter members other chapter presidents and the national executive board.

Minutes were recorded for the eight general meetings (including the opening meeting of the Institute on Report Writing) and 5 Executive board meetings.

Respectfully submitted,

Alleen Thompson, Secretary.

ANNUAL REPORT OF THE UNION LIST COMMITTEE

Holdings from 42 libraries for the new Union List of Serials of the San Francisco Bay Region Chapter had all been received by November, 1948. The work of sorting, filing and checking was begun immediately and to date one-half of the alphabet has been completed.

Each slip is compared with the San Francisco Bay Region Union List and its supplement and Gregory's and its supplement. Entries not found are placed in a separate file and will be added as soon as verified.

The Committee appreciates the care and completeness with which the slips were filled out and feels that the finished volume will justify all the work which is going into it. Many librarians have already used the Union List in its present form by telephoning for information.

The Committee meets Monday night from 6:30 to 9:00 and is always looking for new volunteers. If you are planning to join us, please telephone to be sure we are meeting that week.

The following people have been more than generous with their time and the committee appreciates the interest they have shown--Ruth Lyon, Carolyn Martin, Margaret MacKellar and Irene Wilberts.

Respectfully submitted,

Harriet Collopy, Chairman
Agnes Reinero
Margaret Rocq.

ANNUAL REPORT OF THE TREASURER
(as of May 2 , 1949)

Receipts

Surplus from previous year 7/1/48	$54.23
Dues allocated by national hdqtrs. 8/7/48	92.00
Local membership dues	7.00
Bulletin advertising	39.00
San Quentin dinner	237.00
Dues allocated by national hdqtrs. 1/15/49	125.44
SLA Institute registrations	44.00
TOTAL	$598.67.

Disbursements

Industrial Exposition Booth	$61.48
Bulletin (postage, stencils, letterhead, etc.)	56.21.
San Quentin dinner	237.00
Directory (postage, typing,etc)	23.20
Convention	20.15
Check books	2.00
SLA Institute (postage, typing)	11.65
Local membership dues	7.00
Guests, tips, etc.	22.70
Miscellaneous	20.39
TOTAL	$461.78

BALANCE AS OF MAY 25, 1949 $136.89.

Respectfully submitted,

Signe Ruth Ottersen, Treas.

ANNUAL REPORT OF THE NOMINATING COMMITTEE

The Nominating Committee met in the Business Branch of the San Francisco Public Library on May 2, 1949, to select candidates for the Chapter officers for the term 1949-1950.

Mindful of the new constitution, the Committee endeavored to follow its suggestions. A list of possible candidates was made but it was extremely difficult to have these people consent to having their names placed on the ballot. This is a serious problem and your Committee recommends that the ways and means for securing names of willing candidates be discussed at a future meeting.

Our Vice-President, President Elect, Mrs. Thomas, felt that she could not assume the responsibility of being President in her new position. We are fortunate in having Miss Margaret MacKellar, past Secretary-Treasurer and Employment Chairman, accept this honor. 238 ballots were mailed out and 112 returned. New Officers will be introduced at the June meeting.

Respectfully submitted,
Harriet Collopy, Chairman
Dorothy Williams, Kathleen Moore.

ANNUAL REPORT OF THE PUBLICATIONS COMMITTEE

The Publications Committee was assigned 2 projects for the year--publication of the Pacific Coast Membership Directory and the Union List of Serials. The Directory has been published. 700 copies were received from the printer. Printing costs came to $312.00 plus $7.80 sales tax; total, $319.80. There will be expenditures for mailing to the other two Chapters. The Committee sold 6 pages of advertising at $30 per page. Checks from all advertisers have not been received. When all transactions are completed, an itemized account will be presented.

Respectfully submitted.

Harry L. Williams, Jr., Chrmn.
Thelma Hoffman Eugenia Ironside
Katherine Karpenstein Roy Nielson
E. T. Coman

ANNUAL REPORT OF THE MEMBERSHIP COMMITTEE

Membership in the Bay Region Chapter as of May 24, 1949:

	1948-49		1947-48	
	Pd.	Unpd.	Pd.	Unpd.
Active	150	23	125	12
Associate	75	17	66	8
Student	7	1	5	2
Institutional	13	2	11	0
Sustaining	2	0	2	0
	247	43	207	22
Dropped or resigned	27		12	

The two most important facts brought out by the above figures are:
1. More than twice as many members resigned or were dropped in 1948-49 than in 1947-48.
2. There are almost twice as many members this year who have not paid their dues to May 24, 1949 as there were in 1947-48.

The unusually high figures in both cases are probably due to the increase in dues which occurred In January of this year. However, anything which could be done to expedite the payment of dues next year would probably help both situations.

The following suggestion is offered with the idea that if the payment of dues can be made easier, payment may be made sooner; That payment in cash will be accepted by the membership Chairman (or her delegate) at one specified meeting and that she will assume responsibility for forwarding to Headquarters with the proper information for crediting each member. The best time would be a meeting where a large turn-out was expected and after the first list of delinquents had been received from Headquarters. Announcement should be made in advance in the Bulletin.

Respectfully submitted,

Dorothy M. Thomas, Chairman.
Mary Caruso Ellen Cornish
Barbara Crowley Frances Jenkins

APRIL MEETING

The S.F. SLA Chapter met for dinner at the Marines Memorial Club, San Francisco May 19, 1949. Margaret Rocq, Ruth Wingfield, and Margaret MacKellar posted us on SF Post Convention Tour plans; Isabella Frost tipped us off on how to get the most out of the Convention, and Margaret Hatch led a discussion of proposed SLA constitutional changes. It was unanimously voted that the following resolution be sent to headquarters offices and personnel:

To: Rose L. Vormelker, President
Executive Board
Ruth Savord, Chairman, Constitution Revision Committee

The San Francisco Bay Region Chapter unanimously passed a resolution at its general meeting, May 19, 1949, recommending that Article VII, Sections 1 and 3, of the Constitution of the Special Libraries Association be amended to read as follows:

Article VII
Amendments

Section 1. Constitution: This Constitution may be amended or repealed on the basis of two-thirds majority of the returned written ballots sent to the entire voting membership; provided, however, that written or printed notice containing the text of all proposed amendments shall have been given to each voting member, or published in the Journal, at least thirty days prior to the mailing of the ballot.

Section 3. By-laws: By-laws may be adopted or amended on the basis of two-thirds majority of the returned written ballots sent to the entire voting membership; provided, however, that written or printed notice containing the text of all proposed amendments shall have been given to each voting member, or published in the Journal, at least thirty days prior to the mailing of the ballot.

The San Francisco Bay Region Chapter feels that Association membership is sufficiently disperesed throughout the United States and Canada to deny, according to the present Constitution, Article VII, Sections 1 and 3, many members who are unable to attend national conventions the right to vote on proposed changes of the Constitution and By-Laws.

In passing this resolution, the Chapter recommended that discussion of same be placed on the agenda of an Executive Board Meeting and the Annual Business Meeting, at the convention in Los Angeles. It was also recommended that this resolution be distributed to all Chapter Presidents.

Respectively submitted,

Phyllis J. Anderson, President
San Francisco Bay Region Chapter

cc: Chapter Liaison Officer
Group Liaison Officer
Executive Secretary

* * * * *

NEW BOOKS AVAILABLE AT BUSINESS BRANCH S. F. PUBLIC LIBRARY

Barnes, Ralph,	Motion and time study, 1949
Bridge, Harry,	Practical advertising, 1949
Croxton, Fred.,	Practical business statistics, 2ed., 1949.
Dauten, Carl,	Business finance, 1949
Lasser, J. K.,	Handbook of cost accounting methods, 1949
Niles, Mrs. Mary Cushing	Middle Management, 1949
Osborn, Alex.,	Your creative power; how to use imagination, 1948
Reilly, W. J.,	How to avoid work, 1948
Ross, John H.,	Technique of systems and procedures, 1948.
Roth, C. B.,	Professional salesmanship, 1949
Wellington, C.O.	A primer on budgeting, 1949
Wright, J. H. and Christian, B. H.,	Public relations in management, 1949.

Directories

American register of exporters and importers, 1948.
Sheldon's retail trade directory, 1949.

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M. BARROWS & CO.
BROOKINGS INSTITUTION
BRUCE PUB. CO.
CHEMICAL PUB. CO.
F. J. DRAKE & CO.
GOODHEART WILLCOX CO.
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NORMAN W. HENLEY CO.
INDUSTRIAL PRESS
INTERNATIONAL TEXTBOOK CO.
MACMILLAN CO.
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W. W. NORTON & CO. INC.
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RADIO & TECHNICAL PUB. CO .
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OFFICERS AND COMMITTEES

1948 - 1949

PRESIDENT	Miss Phyllis Anderson, Pan American Airways P. O. Box 151, South San Francisco, JU 7-8361
VICE PRESIDENT (Membership Chrmn)	Mrs. Dorothy Thomas, Naval Supply Center, Oakland, Calif. Home: 177 Hazel Ave., Mill Valley, Calif.
SECRETARY	Miss Alleen Thompson, 749 Octavia St., San Francisco
TREASURER	Miss Signe R. Ottersen, U. S. Dept. of Agriculture Library 626 Appraisers Bldg., San Francisco 11, YU 6-3111
DIRECTOR (Program Chrmn)	Miss Anne Burnett, World Affairs Council, 623 Sutter St., San Francisco, OR 3-5761
DIRECTOR (Hospitality Chrmn)	Miss Ruth Wingfield, Shell Development Co., 4560 Horton St Emeryville, Calif. OL 2-6100
IMMEDIATE PAST PRESIDENT	Mrs. Margaret Uridge, Inter-Library Loan Dept., U. of Cal., Berkeley, Cal. AS 3-6000, Ext. 627
ADVERTISING COMMITTEE	Miss Katherine Karpenstein, Standard Oil, 225 Bush, San Francisco 20. SU 1-7700
ARCHIVES COMMITTEE	Mrs. Marjorie Madison, Standard Oil, 225 Bush, San Francisco SU 1-7700
BULLETIN COMMITTEE	Mrs. Elizabeth Roth, Standard Oil, 225 Bush, San Francisco. SU 1-7700
CONVENTIONS COMMITTEE	Mrs. Margaret Rocq, Standard Oil Co., 225 Bush, San Francisco. SU 1-7700
DUPLICATE EXCHANGE COMMITTEE	Miss Elizabeth Nutting, Shell Development Co., 100 Bush, San Francisco. EX 2-5400
EMPLOYMENT COMMITTEE	Miss Margaret MacKellar, Anglo Calif. Natl. Bank, 1 Sansome San Francisco. DO 2-8100
MANUAL REVISIONS COMMITTEE	Mrs. Margaret Uridge, U. of Cal., Berkeley, Cal. AS 3-6000. Ext. 627.
METHODS COMMITTEE	Miss Berna Carlson, School of Management, Golden Gate College, 537 Market, San Francisco. PR 5-5774.
PUBLICATIONS	Mr. Harry Williams, California Research Corp., P.O. Box 1627, Richmond, Calif. Richmond 7800.
PUBLIC RELATIONS COMMITTEE	Miss Theodora Larsen, Alameda Free Library, Alameda, Cal. LA 2-5413.
UNION LIST COMMITTEE	Miss Harriet Collopy, Business Branch, San Francisco Public Library, 629 Russ Bldg., San Francisco. EX 2-3075.

DOODLES ON THE SCRATCH PAD

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

WEEK AT A GLANCE

CONVENTION
SLA 40th An'l. L.A.

BLUEPRINTS FOR ACTION

Musts

Mon.
13th ....8 A.M.!! "Breakfast Roundup"
Business Group

Tue.
14th ....lunch Bus & Advtg. W. S. Barber on "How to Tell Your Story to Management" (that periodic report bugaboo)...maybe he'll suggest how to wheedle those new stacks we need, hmm?

LOW HEELS 3-5 p.m. Visit Prudential libe with Ins. Group

Wed.
15th .. 2-5 p.m. W/S Clinic ✳ 6 Bus., Fin., Ins. libns. on...
"Work Distr." "Work Flow" "Work Count"
Time savers and short cuts--applications..tell about mine??? FILM
Forms exhibit
~~dead dodos~~

Thur.
16th ....Group Bus. Mtg. imp

look up KBSP

S/T--OTS

Manuals & Job Clas.
Advtg. 16th

See MS-repro.proc.

Soc.Sci--cat. & index
costs Tue.

READ ALL ABOUT IT

L.A. City of Dreams
by Henry Carr G&D
(hear its available
again)

This is San Francisco
--O'Brien. Frosty says
wonderful

Gold Rush Album. Jos.
Henry Jackson, S.F.
Chron...pictorial
history

GET
MAPS

TODAY

THL II

WRITE my boss about Convention. I must go because:

① I'll get ideas which I can apply to our libe to give better service @ lower cost

gram is filled with practical meetgs on new develops., tools, sources chniques, services...)

② And this is SO important today when business must improve its productivity and efficiency in order to survive...

PR VALUE

③ I'll get to meet and talk with other librarians from companies like ours---

RLV ME ETM HH RS RHH

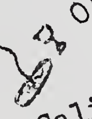
④ Will write a report on how things I learn at Convention will help us. NB--must go to that Bus-Adv lunch!

Inter-Libe loan benefits. Tell him how the Co. profits..

"PUTTING KNOWLEDGE TO WORK"

OFF THE RECORD

Calif. here I come!



Olvera St. some
eve with IMS?

Call hm X!

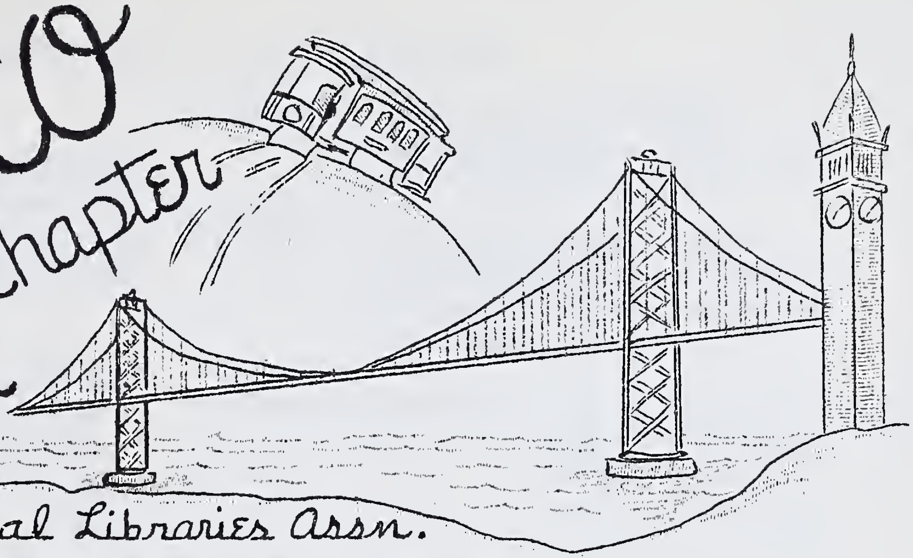
Calif. Festival--
cotton dress
BULLOCKS $$$-??

Hollywood
S.F. ride cable car

(Reproduced from April 1949 BULLETIN of the BUSINESS GROUP)

San Francisco Bay Region Chapter Bulletin

Special Libraries Assn.



Vol. 20 No. 1 September 1949

SEPTEMBER MEETING

Date:	Sept. 21, 1949, 6:15 P. M.
Place:	Dinner at Cafeteria, Univ. of Calif., and visit to University Library to see the new 16 unit Photographic Service and the IBM punched card machines used for library records.
Price:	$1.29 total (No tip)
Speakers:	Mr. Wm. Hawken, Head of the Library Photographic Service will describe the photographic and duplicating machines. Mr. Merritt, Associate Professor of Librarianship, U. C. will speak on the IBM machine and its use at the circulation desk. Mr. Merritt served as a consultant to the University Library on a survey of loan desk procedure which resulted in the installation of the machine.
Reservations:	Must be made by Monday, Sept. 19.

San Francisco: Mrs. Deaner
Commonwealth Club of California
DO 2-4903

East Bay: Miss Crowell
Oakland Public Library
TW 3-1400

Directions: From San Francisco, take the "F" train to Bancroft Way and Shattuck Avenue and there transfer to either a no. 51, 52, or 58 bus going south on Shattuck Avenue. Get off at College Avenue and walk north on College Avenue one block to the Campus. The Cafeteria is located on the Campus near the corner of Bancroft Way and College Avenue.

CONVENTION HIGHLIGHTS -- A RECAPITULATION

Business

The general report from members in attendance at the convention in Los Angeles in June was that it was one of great activity-general meetings, group meetings, sightseeing tours.

The convention opened Monday morning with the first general meeting with greetings from Miss Constance Martois, Miss Phyllis Anderson, and Miss Ellen Lundeen, presidents of the Southern California Chapter, the San Francisco Bay Region Chapter, and the Puget Sound Chapter respectively. President Rose Vormelker opened the meeting with a fitting and inspirational talk, entitled "Blue Prints for Action", the convention theme. The meeting was followed by a luncheon at which Mr. Guy E. Marion, Manager of the Research Department of the Los Angeles Chamber of Commerce was host. Miss Eleanor Cavanaugh spoke on "The Special Library:An Asset to Business"

Tuesday morning an open meeting of the Executive Board and Advisory Council was held at which the Chapter representatives were called upon for suggestion and opinions. The Group and Chapter Relations meeting was held Tuesday evening under the Chairmanship of Mrs. Elizabeth W. Owens. The topic under discussion was Group and Chapter publications-papers presented covered the subject from all angles - from mechanics and procedures to royalties.

The annual business meeting was held Friday morning with practically every seat in the large room filled. Copies of the revised Constitution were distributed with the recommendation that it be seriously studied by all SLA members during the coming year so that it can be intelligently voted on next year. An amendment was adopted providing for the dropping of deliquent members in two months instead of six months as at present. (For additional information on business discussed see page on SLA Activities)

The annual report of the President summarized the Association's activities of the year.

The election committee announced the following officers for next year:

President - Mrs. Ruth H. Hooker
Naval Research Laboratory,
Washington, D. C.

Vice-President and President-elect
Mrs. Elizabeth W. Owens
Mercantile-Commerce Bank
St. Louis, Missouri

2nd Vice-President - Miss Beatrice V. Simon
Redpath Library,
McGill Univ.,
Montreal, Canada

Treasurer - Mr. David Kessler,
General Motors Corp.
Detroit, Michigan

Directors - Miss Estelle Brodman
U.S. Army Medical Library,
Washington, D. C.
Mr. Paul Gay
Biddle Law Library
University of Pennsylvania
Philadelphia, Penn.

Continuing Director - Miss Margaret Hatch
Metropolitan Life
Ins. Co.
San Francisco,
Calif.

Entertainment

By way of entertainment, members of the group had a variety of sightseeing tours to select from-the Rose Bowl and San Gabriel Mission, the Huntington Library and Art Gallery, the major Hollywood Studios, Catalina Island. A very special event was the '49er Barbecue and Hoedown which used the California Gold Rush as its theme - food, costumes, entertainment were all reminiscent of early California days.

Facts & Figures

The convention news sheet of June 17 listed the registration as 475 - with 44 from the S. F. Chapter.

Over 60 group meetings were held during the week.

The largest group represented was Science-Technology - 194.

A new chapter was added - the Texas Chapter-making a total of 25.

The display booth was so large that it was moved into a room of the Los Angeles Public Library. Among the displays were Presticus Libraricus (glass figures), newspaper library scrapbooks, educational material on aviation, an exhibit of the Hawaiian libraries, model of the San Quentin Library, forms used on the work simplification, pictures of S. F. libraries, pamphlets on recruiting.

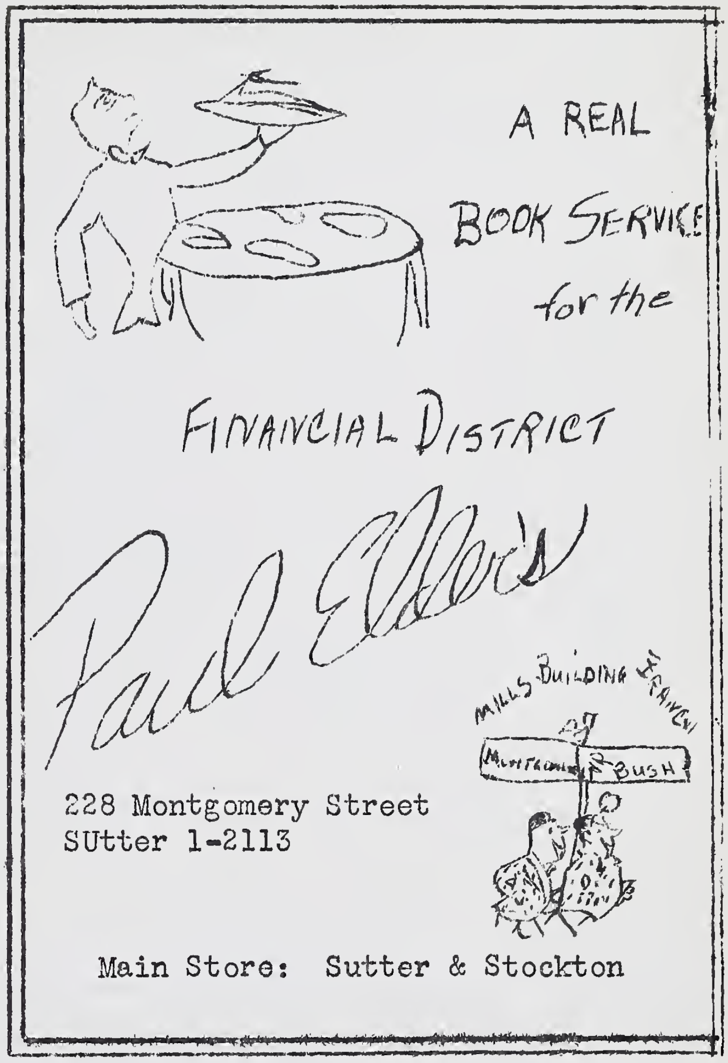
The membership Gavel award this year went to a Pacific Coast Chapter - Southern California with an increase in membership of 21.6 percent....

EDWIN T. COMAN WINS SLA AWARD

The first SLA Award for outstanding professional achievement in 1948 went to Mr. Edwin T. Coman, Director of the Library, Stanford University Graduate School of Business, one of our members, for his recent book, "Sources of Business Information". The presentation was made by Mrs. Irene Strieby, Immediate Past President. The entire S. F. Chapter congratulates Mr. Coman. We are indeed proud that to one of our members went the first SLA Award. It couldn't have been more fittingly awarded!

CONVENTION TRANSACTIONS

The membership's attention is drawn to the announcement appearing in the July-August issue of Special Libraries that the Board plans to print the papers presented at the 40th Annual Convention in Los Angeles -- if enough advance orders are received to warrant the printing expense. Members attending the convention report that the papers presented were stimulating and thought provoking. You are urged to order your copy now. The Transactions are to sell for $4.00 or $5.00 a copy. Orders are to be sent to Special Libraries Association, 31 East Tenth Street, New York 3, N. Y. not later than September 30.



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POST CONVENTION TOUR

On Wednesday and Thursday following the SLA Convention our chapter played host to the conventioneers who journeyed up to San Francisco from Los Angeles. Wednesday morning and afternoon the group toured the city via the Gray Line Tour. On Wednesday they met with the Chapter as a dinner meeting held at Shanghai Low. Thursday, members of the group spent their time in visiting local libraries and in looking around more at San Francisco.

Their stay with us was very brief, but from all reports our guests enjoyed the visit in the "City by the Golden Gate"

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JUNE MEETING

A large number of Chapter members turned out to greet our guests from the Convention at the last meeting of the year held at the Shanghai Low Restaurant. A very gay and festive Chinese dinner was served. Judging from conversations overheard during the dinner, it was a "first" Chinese dinner for many of them.

Miss Phyllis Anderson presided at the meeting following the dinner. She introduced the National officers who were present - Miss Rose Vormelker, out going president, Mrs. Ruth Hooker, the incoming president, Mrs. Irene Strieby, immediate past president, and Mrs. Kathleen Stebbins, Executive Secretary, all of whom spoke briefly on the Convention and SLA. These introductions were followed by the introduction of Chapter officers from all over the country. It was a grand opportunity for those of us who were unable to attend the Convention to see and meet our fellow Special Librarians from other chapters.

Mr. Harry Williams, Chairman of the Publications Committee, reported on the sale of the Pacific Coast Membership Directory and urged all members to get their copies as soon as possible.

The meeting adjourned following the announcement of the election results. Those elected to preside this year are:

President	-Miss Margaret MacKella Libr. Anglo-California National Bank
Vice-President & President-elect	- Miss Berna Carlson, Lib School of Management, Golden Gate College
Secretary	- Miss Aileen Thompson, Libr. Division of Laboratories, California State Dept. of Public Health
Treasurer	- Mrs. Betty Roth Standard Oil Company
1st Director & Program Chm.	- Miss Ruth Wingfield, Libr. Shell Development Company
2nd Director & Hospitality Chm.	- Miss Alba Eldredge Dental Library, Univ. of California Medical Library.

SLA ACTIVITIES of special interest to MEMBERS

Some current Association activities which call for wide membership participation are:

CONSTITUTION CHANGES AND VOTING BY MAIL BALLOT.

The resolution passed by the S.F. Chapter in May that changes in SLA's Constitution and By-Laws be made "on the basis of two-thirds majority of the returned written ballots sent to the entire voting membership" was favorably received by members at the Business meeting of the national Convention.

The present Constitution provides: Article VII, Sect.1-"This Constitution may be amended or repealed by a three-fourths vote of the members present and voting at any annual meeting";Article VII, Sect.3-"By-Laws may be adopted or amended by a majority vote of the members present and voting, at any meeting of the Association."

Margaret Hilligan, the new Chapter Liaison Officer, mentions in her column in Special Libraries, July-August 1949,p.223:"In recent years, average attendance at Conventions has been roughly between 10 and 20 percent and not everyone attends the Business meeting!" She asks for an expression by members about voting by mail ballot.

Changing the method of voting need not delay voting on Constitution change anotyear. The amendment could be voted upon at the Atlantic City Convention in 1950, and ballots could be sent to members shortly after that. Pro and con discussions on the proposed changes are planned by all Chapters during the year.

EMPLOYMENT SERVICE STUDY

During the Business meeting at the Convention a motion passed that a Regional Committee be appointed to study SLA's employment policies. Mrs. Dorothy Thomas of our chapter was appointed to the Committee. All members who have suggestions about the employment service will be counted upon to make this a constructive study.

SLA NOMINATIONS - 1950-1951

Marion E. Wells, Chairman of the Nominating Committee, urgently requests members to send suggestions soon for the 1950- 51 slate which must be presented to the Executive Board at its meeting early in November (see Special Libraries July-August 1949,p.229). This is an opportunity to help in the selection of our national officers. Names may be sent either directly to Miss Wells, or to our Chapter President, Miss Margaret MacKellar.

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1949-1950 COMMITTEES

The President has announced the following committees for 1949-1950

ARCHIVES
Miss Ellen Cornish, Chairman, Reference Dept., Oakland Public Library
Miss Elise Hoffman, Golden State Co., S. F.
Miss Veronica J. Sexton, Calif. Academy of Sciences, S. F.
Mrs. Marjorie Madison, Ex-Officio, Standard Oil Co. of Calif., S. F.

ADVERTISING
Miss Doris Lanctot, Chairman, P G & E, S. F.
Miss Katherine Karpenstein, Ex-Officio, Standard Oil Co. of Calif., S. F.

BULLETIN
Miss Eugenia Ironside, Editor, Shell Development Co., S. F.
Mrs. Miriam Horn, Assistant Editor, Wine Institute, S. F.
Miss Eloise Ryan, Calif. State Dept. of Public Health, S. F.
Mrs. Jean Hill, P G & E, S. F.
Mrs. Edith Nielsen, Morrison, Hohfeld, Foerster, Shuman & Clark, S. F.
Mrs. Elizabeth Rouzier, U. S. Dept. of Commerce, S. F.
Mrs. Betty Roth, Ex-Officio, Standard Oil Co. of Calif., S. F.

DUPLICATE EXCHANGE
Miss Elizabeth Nutting, Chairman, Shell Development Co., S. F.

EMPLOYMENT
Miss Mary L. Waller, Chairman, Standard Oil Co. of Calif., S. F.
Miss Margaret MacKellar, Ex-Officio, Anglo Calif. Nat'l Bank, S. F.

FINANCE
Mrs. Betty Roth, Chairman, Standard Oil Co. of Calif., S. F.
Miss Betty Holden, Federal Reserve Bank of S. F.
Miss Signe Ottersen, Ex-Officio, U. S. Dept. of Agriculture, S. F.

HOSPITALITY
Miss Alba Eldredge, Chairman, Dental Library, U. C., S. F.
Miss Edwarda Adams, Standard Oil Co. of Calif., S. F.
Miss Ardean Dumbrell, Hetch Hetchy Power & Utilities Bureau, S. F.
Mrs. Helen Brenner, U. C. Radiation Lab., Berkeley
Miss Ione Holmes, American National Red Cross, S. F.
Miss Ruth Wingfield, Ex-Officio, Shell Development Co., Emeryville

MEMBERSHIP
Miss Berna Carlson, Chairman, Golden Gate College, S. F.
Miss Clara Manson, Lane Medical Library, S. F.
Miss Katherine E. Johnson, Engineering Library, Stanford Univ.
Miss Gwendolyn Lloyd, Industrial Relations Library, U. C.
Miss Mary Baker, Naval Air Station, Alameda
Mrs. Dorothy Thomas, Ex-Officio, Oakland Naval Supply Center

METHODS
Mrs. Elizabeth Williams, Chairman, Lansing Library Service, Oakland
Mrs. Mary Dayton, California Packing Corp., S. F.
Mrs. Frances Jenkins, Science Reference Service, U. C.
Miss Margaret Strong, Documents Division, U. C. (liason with Program Committee)

MANUAL REVISIONS
Miss Phyllis Anderson, Chairman, Pan American World Airways, So., S. F.
Miss Anne Avakian, Western Regional Res. Lab., U.S.D.A., Albany
Mrs. Elizabeth Hinkel, Fire Underwriters Assn. of the Pacific, S. F.
Miss Isabella Frost, Lansing Library Service, Oakland
Mrs. Margaret D. Uridge, Ex-Officio, Inter-Library Service, U. C.

PROGRAM

Miss Ruth Wingfield, Chairman, Shell Development Co., Emeryville
Miss Carol Cox, Bureau of Pub. Adm. & Lib. of Econ. Research, U. C.
Mrs. Emma G. West, McCann-Erickson, S. F.
Mrs. Marjorie Deaner, Commonwealth Club of San Francisco, S. F.
Miss Doris Louis, Paraffine Cos., Emeryville
Miss Margaret Strong, Documents Division, U. C.
Miss Anne Burnett, Ex-Officio, World Affairs Council, S. F.

PUBLIC RELATIONS

Mrs. Margo Westgaard, Chairman, S. F. State College
Miss Patricia Burke, Standard Oil Co. of California, S. F.
Miss Ruth Baker, S. F. State College
Miss Theodora Larsen, Ex-Officio, Alameda Public Library

PUBLICATIONS

Mr. Harry L. Williams, Chairman, California Research Corp., Richmond
Members to be announced later

UNION LIST

Miss Harriet Collopy, Chairman, S.F.P.L. Business Branch
Mrs. Ruth Lyon, Western Pacific Railroad Co., S. F.
Miss Caroline Martin, Standard Oil Co. of Calif., S. F.
Mrs. Agnes Reinero, P G & E, S. F.
Mrs. Margaret Rocq, Standard Oil Co. of Calif., S. F.

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San Francisco Bay Region Chapter Bulletin

Special Libraries Assn.

Vol. 20 No. 2 October 1949

25TH ANNIVERSARY

OCTOBER MEETING

Date:	Thursday, Oct. 20, 1949, 6:15 P. M.
Place:	Victor's Parisien Restaurant 111 O'Farrell St., San Francisco
Price:	$2.25 (including tax and tip)
Speakers:	Mr. J. Murray Luck, professor of biochemistry at Stanford University. Mr. Luck will speak on the UNESCO Conferences on abstracting and indexing which were held in Paris in June. Mr. Luck is managing editor of the Annual Review of Biochemistry and Annual Review of Physiology. In honor of the Anniversary, Mrs. Hildegarde Millar, U.S. Bureau of Internat'l Relations, a charter member and first Chapter president, will speak on the founding of the Chapter and the early meetings.
Reservations:	Must be made by Monday, Oct. 17.

San Francisco: Mrs. Deaner
Commonwealth Club
DO 2-4903

East Bay: Miss Crowell
Oakland Public Library
TW 3-1400

25TH ANNIVERSARY

Editor - Eugenia Ironside -
Shell Development Co.
Asst. Editor - Mrs. Miriam Horn
Wine Institute
Advertising Manager - Doris Lanctot
Pacific Gas & Electric Co.

SAN FRANCISCO CHAPTER CELEBRATES 25TH ANNIVERSARY

This month marks the 25th anniversary of the founding of the San Francisco Bay Region Chapter of the Special Libraries Association. In honor of the anniversary, the October meeting promises to be a gala affair. BE SURE TO BE THERE

The very first gathering of special librarians in the area was held in 1921. At this time a small group met to discuss mutual problems and to become acquainted with one another. Among those attending were Anette Windele of the American Trust Co., Hilda Palache of the Federal Reserve Bank, M. Lewis of the General Electric Co., Alice Cook of the San Francisco Chamber of Commerce Research Department, Hilda Flugel (Mrs. Millar) and Margaret Hatch of the Standard Oil Co.

This pioneer group recognized the need to know other business sources in the area and to exchange information and ideas. At the very first gathering Mrs. Cook described the activities of the Research Department of the S.F. Chamber of Commerce making this central information source better known to other company librarians. From this time on the group continued to meet regularly. The group grew and when the resolution to form a National Chapter was voted upon on October 1924, 36 members were present.

From the very beginning members have maintained close contact with National headquarters -- serving on national committees and attending SLA conventions (For members now serving on National Committees see page on SLA activities). In 1930 we were hosts to the annual convention.

In those early days we made contact with special librarians in southern California. The first joint meeting of the Southern California and San Francisco Bay Region Chapters held in connection with the California Library Association's annual convention was in 1921 at Lake Tahoe, with only three or four members present. These joint meetings have continued with an ever increasing number of members attending. In June of this year the first joint membership directory of the three Pacific Coast chapters was edited and published by the S. F. Chapter.

One of the earliest activities of the Chapter was the compilation and publication of the Union List of Serials in the San Francisco Bay area. The first list was in mimeograph form. In '37 it was revised and published in book form and since then a supplement has been issued. A completely new and revised edition of the List is being worked on at present. It is to be published in 1950. Duplicate exchange lists were also begun in the early days - way back in the early 30's.

The first volume of the Chapter Bulletin bears the dateline of January 1930 -- but even before then contact was maintained with the members through a monthly one page mimeographed letter from the Secretary. The size and scope of the Bulletin has increased through the years and in 1948 advertisements appeared for the first time.

Another indication of the growth of the Chapter in these 25 years is in the size and number of standing committees that are now needed to carry on Chapter activities. In the early days standing committees numbered 5 and 6 of 2 and 3 members. This year we have 14 committees with an average of 5 members serving on each.

The Chapter has come far in its 25 years -- our membership now stands at well over 200 -- with attendance at meetings averaging over 50 members. This is an indication of the growth in the field of special libraries since 1920. With our membership constantly increasing we can look forward to a continued growth in our activities both locally and nationally.

SLA ACTIVITIES of special interest to MEMBERS

by Margaret Hatch

VOTING BY MAIL TO BE DISCUSSED AT NOVEMBER ADVISORY COUNCIL MEETING, NEW YORK CITY

In the President's Page in Special Libraries, September 1949, President Ruth Hooker reviews the "case of our Western members", the reasons for a mail vote, and asks for an expression from members about the following:

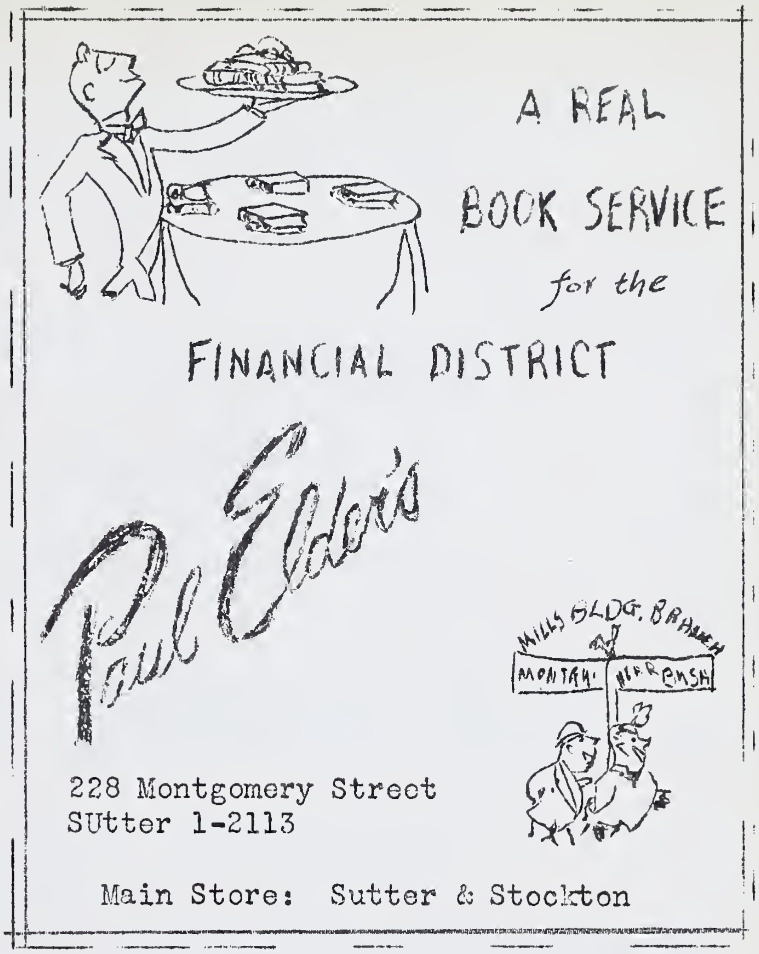
"With the sweeping changes involved in the proposed revision of the Constitution, it is only natural that all of our members should wish to have a voice in these changes. The argument against a mail vote for amendments is that they must be discussed on the floor so that wording may be changed. In order to be fair to absent members may I make a compromise suggestion:- that amendments be submitted to the entire membership for a final vote after the wording satisfies the members present at a business meeting. This would allow these members to have an opportunity to discuss the amendments, their wording, and other implications right up to the point of voting. In this way 200 or 300 members (a large business meeting) would not decide revolutionary changes for an association with a membership of 4700.

"If you have any comments, will you send them to me with a carbon copy to Miss Ruth Savord, Chairman of the Constitution Committee, or vice versa; or bring your opinion in person to the Council meeting to be held on November 4, 1949, at the Hotel Statler, New York."

Miss Margaret Mac Kellar, our Chapter President, would also be interested in comments from members.

CONVENTION SUGGESTIONS

While the 1949 Convention is fresh in our minds, Miss Mac Kellar would also like to have constructive suggestions about changes which members might like to see in Convention planning.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CHAPTER MEMBERS ON NATIONAL SLA COMMITTEES AND GROUPS

The following 1949-50 list shows the Chapter's increasing participation in SLA activities. Wasn't there a time when one name was news?

Miss Phyllis Anderson, Pan American. Membership Committee, Member - at-large

Miss Thelma Hoffman, Shell Dev. Co. Vice-Chairman, Science Technology Group

Mrs. Margaret Rocq, Standard Oil Co. Chairman, Student Loan Fund Committee

Mrs. Dorothy Thomas, Naval Supply Center. Member, Placement Study Committee

Mr. Arthur Johnson, Calif. Research Corp., Local S-T representative

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AMONG OURSELVES

The San Francisco Chapter welcomes these new members:

Miss Dorothy Chandler
2619 Benvenue Ave.
Berkeley, Calif.

Mrs. Elizabeth Winklemen Moriessett
Forestry Library, U.C. - a transfer
from the Cincinnati Chapter

Miss Marguerite F. Hand, Libr.
U.S. Naval Hospital Library
Oakland, Calif.

Mrs. Janet L. Thomas
1745 Highland Place
Berkeley, Calif.

The Board of Directors of the Mechanics' Institute Library has appointed Mr. John Stump librarian succeeding Mrs. Mary Carmody who recently retired.

The membership's attention is drawn to the following notice appearing in the June '49 issue of the CLA bulletin:

"The CLA Regional Cooperation Committee Northern Division, has issued a courtesy card form, intended to facilitate referral of library users from one library to another for additional service. It may record a patron's interests and materials used, or authorize direct interlibrary loan. (Pad of 50 for $.55 - no stamps) - from Gladys Andrews, Stanford University."

And also have you seen the writeup of the recent survey conducted by the Los Angeles Public Library in the same issue page 136? The published report recommends the cooperative exchange of facilities by all libraries in the area, public as well as private...

SEPTEMBER MEETING

The Chapter held its first meeting of the year at the new cafeteria on the University of California campus on Wednesday, September 27 and visited the University Library to see the new 16 unit Photographic Service Laboratory and the IBM punched card machines used for library records.

A brief meeting was held after dinner at which time guests of the evening were introduced; Executive Board members and committee chairmen present also took a bow. The meeting was then turned over to Mr. Hawken, Head of the Library Photographic Service and to Mr. Merritt, Associate Professor of Librarianship.

Mr. Hawken spoke to us first and described the Photographic Service which is a new and growing unit of the University Library. The primary purpose of the Service is to make reproductions of materials from text-books, newspapers, documents, etc. which are otherwise unobtainable, to issue them in quantities, and to preserve printed material on film.

The photo lab is equipped to make reproductions of all printed material thru its photostat and microfilm equipment. Thru the record printing equipment, enlarged prints of microfilm are made available in quantity. The laboratory is divided into 16 small rooms which are necessary for the various processes involved in the services which it is set up to do; and a very colorful lab it is -- due to the fact that each room is painted a different color depending on the type of processing done in it. The service is available to all departments of the University and to outsiders. Mr. Hawken stated that a great deal of work is done in microfilming unbound newspapers and that someday the entire Bancroft Library Collection is to be microfilmed.

Mr. Merritt spoke next and explained the IBM punched card machine system which is used by the library for maintaining records - a system which totally eliminates filing. It consists of a punching machine, a reproducing machine, and sorting machine. All information is punched on a card which is used in lieu of the old type book card - information punched includes the status of the book, i.e. a two week or indefinite loan period, borrower's number, date due, etc. The system is used throughout the library -- at the loan desk, in the Reserve Book Room and for Serial records.

The cards are punched according to a code, and by merely running the cards thru the sorting machine any information desired is available in a matter of seconds -- all cards are run thru this sorting machine each day and all overdues automatically fall out, by sending them thru the machine the cards can be arranged alphabetically or by call number. The system is used in the Reserve Book Room to sort out the books that are available for a two hour, one day, or seven day loan. It is also used in keeping Serial records; the cards are punched to give billing information -- source of purchase, number of copies of each periodical, number of issues yearly, country from which serial is purchased, data on which periodical is to be reordered, department ordering, etc. As this information is needed the cards are put into the sorting machine and run thru and those giving the information fall out.

Following the explanation of the record system, the group went to the Library to visit the Photographic Laboratory, where the processes were explained in more detail and to see the IBM machines in operation.

EXECUTIVE BOARD
1949-50

Pres.	Miss Margaret MacKellor, Anglo-California National Bank
V-P & Pres. Elect.	Miss Berna Carlson, School of Management, Golden Gate College
Secty.	Miss Aileen Thompson, Div. of Laboratories, State Dept. of Public Health
Treas.	Mrs. Betty Roth, Standard Oil Co.
1st Dir.	Miss Ruth Wingfield, Shell Development Co., Emeryville
2nd Dir.	Miss Alba Elridge, Dental Library, UC Medical Library

ANNOUNCEMENT

This year the stencil cutting and mimeographing of the Bulletin is being done by an outsider. For this reason it has become necessary to set a deadline for all announcements and news items for inclusion in the Bulletin. All material must in in the hands of the Bulletin Editor no later than the last week of the month preceding i.e. the deadline for the November issue will be Friday October 28.

It is also requested that material for the November issue be sent to Mrs. Elizabeth Rouzier, U.S. Dept. of Commerce as the Editor will be on vacation from October 15 to November 1.

New Books Received at Business Branch, San Francisco Public Library

Boynton, Paul W. - Selecting the New Employee. Harper

Bradshaw, T. F. - Controllership in Modern Management. Irwin

Brown, L. O. - Marketing and Distribution Research. Ronald

Commodity Research Bureau - Commodity Year Book, 1949

Dixon, John - How to Speak - Here, There and on the Air. Abingdon

Jackson, P. E. - What Every Corporation Director Should Know.

Opdycke, J. B. - Guide to Modern English Usage and Expression. Harper

Prentice-Hall, Inc. - Business Idea Handbook.

Rautenstrauch, W. - The Economics of Industrial Management. Funk

Sanders, T. H. - Company Annual Reports to Stockholders, Employees and the Public. Harvard Univ. Press

Stigers, M. F. - Making Conference Programs Work. McGraw

Thompson, K. M. - Profit Sharing. Harper

Thurston, J. B. - Basic Internal Auditing Principles and Techniques. International Textbook Co.

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San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Vol. 20 No. 3 November 1949

SLA NOVEMBER MEETING

Date: Wednesday, November 16, 1949

Time: 7:30 p.m.

Place: International Longshoremen's & Warehousemen's Union
150 Golden Gate Avenue, San Francisco
Conference Room, Second Floor

Program: A visit through the ILWU library. An interesting evening is in store for you. Miss Anne Rand, librarian, will also tell us about the following industrial relations libraries she visited in the East earlier this year: The International Ladies Garment Workers Union Library and the Labor Research Association Library in New York; the Industrial Relations Libraries of Harvard and Princeton; and the U. S. Department of Labor and American Federal of Labor Libraries in Washington, D.C.

PLAN TO ATTEND

OCTOBER MEETING (Continued)

The October meeting of the Special Libraries Association, which was also the occasion of the 25th anniversary of the San Francisco Bay Region Chapter, was held at Victor's Parisienne Restaurant on October 20th.

The President called the meeting to order, the minutes of the September meeting were read by the Secretary and approved. Miss Anne Burnett spoke briefly on the collecting of technical books for CARE and it was moved and seconded and approved unanimously that a member of the SLA be appointed to serve on the committee for the selection of this material. Miss Alba Eldredge introduced new members and guests.

The President, for the occasion of the 25th anniversary, introduced three charter members of the Chapter who were present, Mrs. Hilda Millar, Miss Anette Windele and Miss Margaret Hatch. Each of the charter members told of early experiences of the Chapter and of its amazing growth from six members in 1921 to its present membership of over 200. Each of the charter members stressed the fact that the Special Libraries Association has always kept its pioneer spirit and has been aware of and awake to all new and progressive ideas in library science. The President then introduced the former Presidents of the past 15 years and paid a fine tribute to their help in the organization of the Chapter.

(continued on next column)

Mr. J. Murray Luck, professor of biochemistry at Stanford University, then spoke to use of the work of the UNESCO conference on the abstracting and indexing of scientific journals. The conference met in Paris this year, 100 delegates attending from the United Nations. Abstracting and codification of the published material in the natural sciences was discussed. The free flow of scientific information, abstracting in obscure fields, the publishing of abstracts in several languages, and the eliminating of duplication were the goals. For the first time delegates from the publishers, users, and librarians of scientific matters of all the nations came together. Their problems were discussed and solutions proposed. Mr. Luck said the conclusion reached by the delegates was that the gaps and the duplication in the scientific material could best be covered by assigning the world literature of the scientific periodicals to regional groups. Each group to be responsible for the abstracting of all scientific material printed in its assigned region. In this eay all the scientific data would receive equal consideration, rather than several good articles being abstracted many times and others missed altogether. Mr. Luck said the conference realized that this regional idea would take time to be set up and put into operation, but that it would prove its great value to the United Nations in that scientific information would be made available correctly and rapidly to all members.

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Wine Institute

Advertising Manager - Doris Lanctot
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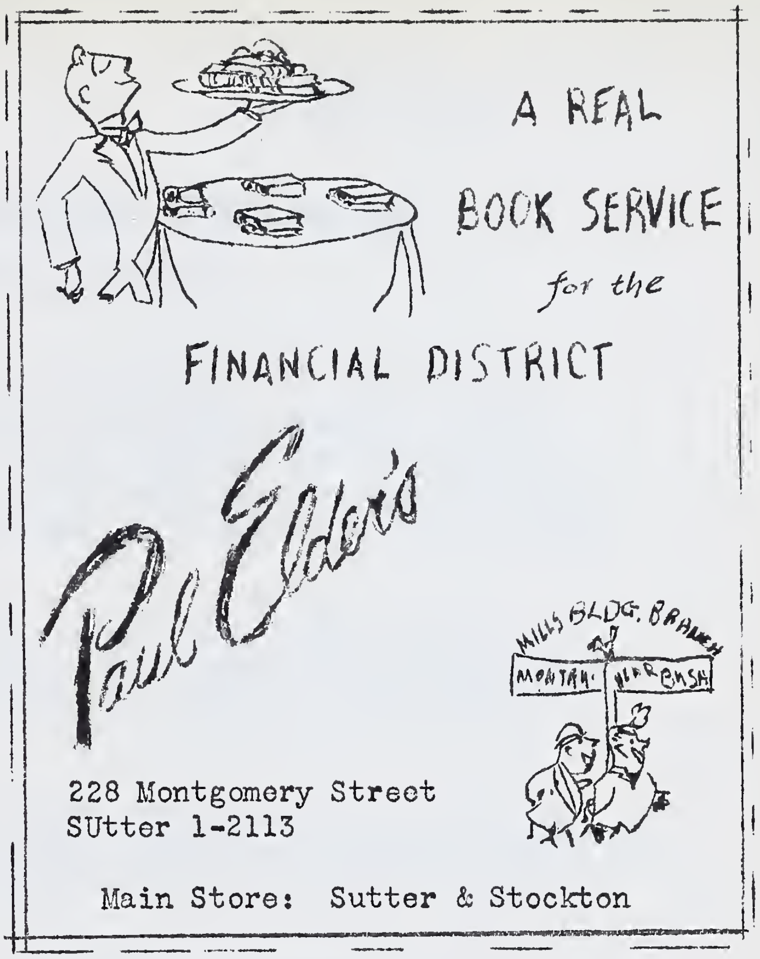
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GREETINGS FROM WASHINGTON, D. C.

The following message was received by our President, Miss MacKellar and reads as follows: "The Washington Chapter, Special Libraries Association, extends congratulations and best wishes to the San Francisco Chapter, in commemoration of its 25th anniversary." Signed by Mildred Benton, President, Washington, D.C. Chapter.

REPORT ON UNION LIST

A year ago this month, the Union List Committee held its first meeting. Since that time, the Committee has been working every Monday night on the eight file trays of slips which the cooperating libraries contributed. The Committee reports that the tremendous job of checking, identifying and deciphering of the holdings should be finished by next week. However, that is only about one-third of the completed job. Typing the master card is next on the program and then the final preparation for the printer.

It is difficult to estimate how long the typing will take, depending on the number of typewriters and volunteer typists available. If anyone has any ideas about typing facilities or typists, the Committee would appreciate learning of them.

Some of the slips submitted are questionable and the Committee is planning to return these to the contributor in the near future. Please 'cooperate in answering these questions and return the slips as soon as possible.

(Continued on next column)

(Continued)

It is still not too late to make revisions in your holdings. Anyone desiring to revise his holdings should submit the changes to the Union List Chairman immediately. In the meantime, librarians are welcome to use the Union List in its present form by calling EXbrook 2-3075.

PUBLICATIONS COMMITTEE

Announcement of the Publications Committee has just been made as follows:

Harry Williams, Chairman
Thelma Hoffman
Kathryn Karpenstein
Patricia Burke
Dorothy Solt
Roy Nielsen
Edwin Coman

The committee's project for this year will be publication of the Union List. Pacific Coast Membership Directory '49-'50 is still available. Price, 50¢ to members, $1.00 to non-members. Copies are available from Mr. H. L. Williams.

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San Francisco, California
November 8, 1949

TO MEMBERS OF SAN FRANCISCO BAY REGION CHAPTER

SPECIAL LIBRARIES ASSOCIATION

The Duplicate Exchange Committee is preparing to issue the Fall edition of the Duplicate Exchange List in the near future. Lists of contributions and "wants" should be in the hands of the committee by November 23rd at the latest. Lists may be submitted in any convenient form, and note should be made of how long the material offered will be kept before it has to be discarded.

We should like to point out, once again, that "want" lists need not be accompanied by lists of contributions, and also that any member, whether a contributor or not, is welcome to a copy of the committee's list.

Distribution of the list will include contributors and all other libraries or individuals requesting copies either by telephone (EXbrook 2-5400, Local 299) or by filling out and returning the attached blank by November 23rd.

ELIZABETH NUTTING, Chairman

. . . .

Elizabeth Nutting
Shell Development Company
100 Bush Street
San Francisco 6, California

Please send us a copy of the Fall 1949 issue of the Duplicate Exchange List of the S.F. Bay Region Chapter, S.L.A.

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AMONG OURSELVES

The San Francisco Chapter is happy to announce the following new members of the Special Libraries Association:

Miss Beulah Mumm
California State Library
Reference Department
Sacramento 9, California

Miss Norma Parr
Patent Library
Shell Development Company
100 Bush Street
San Francisco, California

Mrs. Miriam G. Peevey
Mechanics Institute Library
57 Post Street
San Francisco 17, California

Miss June Wayne
Patent Library
Shell Development Company
100 Bush Street
San Francisco, California

MARCH 1ST - DEADLINE FOR 1950 DUES!

When notices for 1950 dues begin to come in around December, a reminder of the change in S.L.A's Constitution about dues in arrears will probably be attached. Membership dues must now be paid within a three months' period instead of a six months' period as formerly.

By-Law VII, Section 5, was changed at the Business Meeting of the national convention in Los Angeles last June to read as follows:

> "The memberships of any person, firm or organization whose dues shall be two months in arrears, and who shall continue such delinquency for one month after notification of the same, shall automatically cease."

Early payment of dues benefits S.L.A. by making it possible to know our financial picture earlier in the year, and by decreasing the cost of maintaining unpaid memberships.

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NEW BOOKS AVAILABLE

The following new books have been received at the Business Branch, San Francisco Public Library:

Bellow, Roger N. - Psychology of Personnel in Business and Industry. Prentice

Brech - Management: Its Nature and Significance

Printers' Ink Editors - Sales Ideas Book. Funk

Robinson, O. Preston - Store Organization and Operation. Prentice

Mahoney, Tom - Public Relations for Retailers. Macmillan

EXECUTIVE BOARD 1949-50

Pres.	Miss Margaret MacKellar, Anglo-California National Bank
V-P & Pres. Elect.	Miss Berna Carlson, School of Management, Golden Gate College
Secty.	Miss Alleen Thompson, Div. of Laboratories, State Dept. of Public Health
Treas.	Mrs. Betty Roth, Standard Oil Co.
1st Dir.	Miss Ruth Wingfield, Shell Development Co., Emeryville
2nd Dir.	Miss Alba Elredge, Dental Library, UC Medical Library

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WILL YOU HELP?

As you know, the S.L.A. is trying to build up its archives files. However, at present there are many gaps in our chapter history. The following chapter bulletins are needed to overcome the gaps:

All issues prior to 1932
1932 issues, except April
1933, February-May or June
Vol.4,No. 11, May 1934
Vol.6, No.8 & 9, April-May 1946
Vol.8, November-May 1937-38
Vol.9, 1938-39, except No. 5
Vol.10, 1939-40
Vol.11, No.8, May 1941
Vol.15, No.6, March 1945
Vol.17, No.6, March 1947
Vol.19, 1948-49

If anyone has these issues please mail them to Miss Ellen Cornish, Reference Department, Oakland Public Library, Oakland, California.

CARE'S BOOK PROGRAM: Mrs. Jane Fales, College of Pharmacy Library, University of California, will represent the SLA San Francisco Chapter on CARE'S committee to handle the shipping and delivery of the latest and best scientific and technical books to universities, libraries medical centers, scientific institutions, etc. abroad. To date 1200 titles have been selected by the national committee headed by Dr. Luther Evans, Librarian of Congress.

PROGRESS IN COOPERATION by Margaret D. Uridge appears in the *California Library Bulletin*, September 1949 issue. This article points out regional cooperation, particularly evident among libraries of Northern California, and is a "must" reading article for everyone.

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San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 20 No. 4 January 1950

Spurred by the success of last year's institute, the San Francisco Bay Region Chapter of S.L.A announces its Second Annual Institute:

SUCCESSFUL CONFERENCES

Time: Thursdays - January 12, 19, 26 7 - 9 P. M.	Place: Commissioners' Room San Francisco Public Library (Civic Center)

Course fee: $1.00

See next page for details

- -

REGISTRATION FORM

Plans for seating arrangements and booklists will be facilitated if you will send this form by January 9 to:

Mrs. Elizabeth Williams
Lansing Library Service
P. O. Box 660
Oakland 4, California

Name ______________________________

Library ______________________________

Address ______________________________

Course fee of $1.00 will be payable at the first meeting

SUCCESSFUL CONFERENCES

Techniques in "piloting" group meetings and discussions; functions of members other than the chairman.

* * * * * * *

Mr. Harold E. Atkinson, Assistant Dean of the School of Management, Golden Gate College, will discuss the principles of conference participation during the first two sessions. These principles will be applied at the final meeting by a conference made up from our membership.

I January 12, 1950

Basic principles of conference leadership and functions of the chairman, as a pilot, as a referee.

II January 19, 1950

The human element in conferences. How to draw the quiet ones out and keep the noisy ones quiet.

III January 26, 1950

"How Will the Proposed S.L.A. Amendments Affect the Western Chapters?"

A workshop conference in which the following members participate:

Leader: Mrs. Betty Roth
Members: Miss Phyllis Anderson
Mrs. Helen Brenner
Miss Thelma Hoffman
Mrs. Dorothy Thomas

Return the Registration Form on page 1 today!

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NOVEMBER MEETING

The November meeting was held at the library of the International Longshoremen's and Warehousemen's Union. Miss Anne Rand, librarian, was our hostess.

Following a brief business meeting, and before the tour of the library, Miss Rand told the group a bit of the history and activities of the ILWU library.

The library was organized in 1943 to meet the needs of the Union's research staff and to collect in one place all available material on the longshore and warehouse industries. The collection consists of files of negotiations, arbitration, and contracts between the Union, or its locals, and employers; historical material; general subject material of interest to the Union. It is one of the largest and most complete in the field of industrial libraries. The general collection consists to a large extent of pamphlets and government publications, augmented by labor publications, magazines, and newspapers as well as books. Although originally intended for the use of the ILWU research staff, other organizations and individuals (largely college students) are presently using the library.

Miss Rand also told about industrial libraries that she visited during a recent trip east. At present there are very few libraries in the field. Among those visited were the International Ladies Garment Workers Union library which is similar to that of the ILWU; the library of the Labor Research Association - basically an historical collection; the library of the Jefferson Labor School in New York; the industrial relations libraries at Princeton and Harvard; the American Federation of Labor library and the U. S. Labor Department library in Washington, D. C.

A REMINDER !

National membership dues are payable NOW.................March 1, 1950 is the deadline....

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Editor - Eugenia Ironside
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Asst. Editor - Mrs. Miriam Horn
Wine Institute

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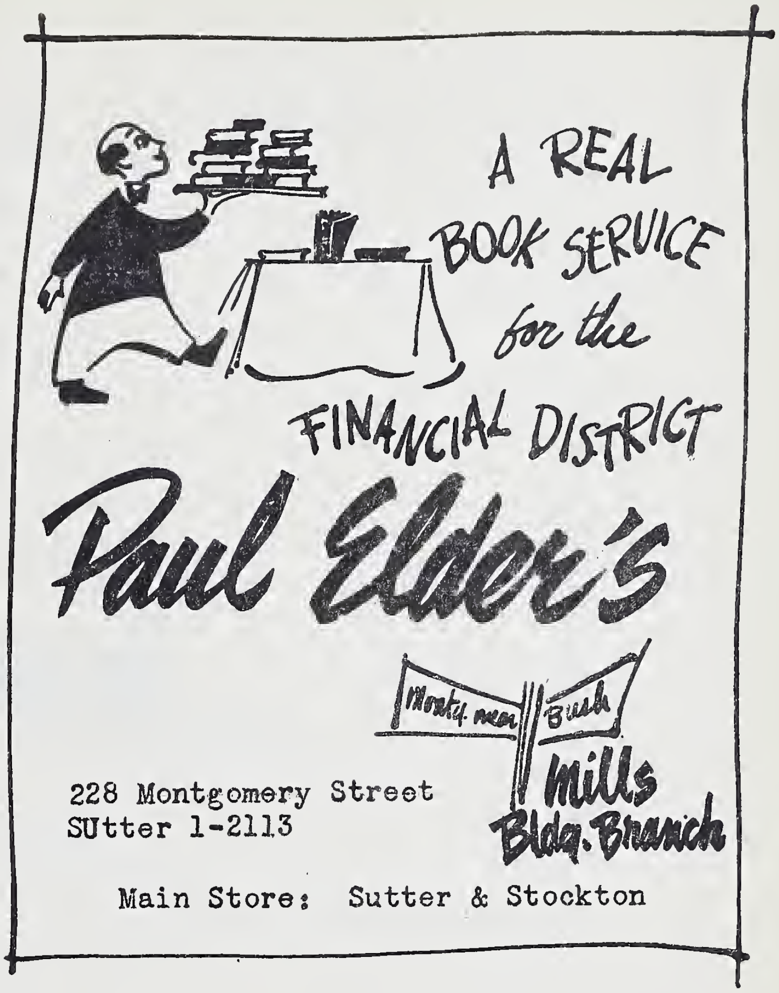
SLA AWARD REMINDER

Chapter Presidents, Group Chairmen and Committee Chairmen have received nomination blanks for the SLA Award. It is hoped that they will be diligent in suggesting candidates for this important recognition of service to the Association.

The nominations are for achievement during the calendar year 1949. All members of SLA are eligible. Full particulars on the awards can be found in the 1948 and 1949 Proceedings issues of Special Libraries.

Edwin T. Coman, Jr.
Member of the Awards
Committee

* * *



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SLA CONSTITUTIONAL CHANGES

Have you noticed that the third meeting of the institute on Successful Conferences will be devoted to the proposed SLA constitutional changes? Do you know what these changes are; do you have opinions concerning them? If not, now is the time to study up on them (see Special Libraries issue of November 1949) and be ready for the discussion which will take place on them at this meeting. This will be a grand opportunity for a full discussion on the amendments which are to be voted upon at the June Convention.

* * *

Speaking of the Convention, it will be held on June 12 - 16, 1950 at Atlantic City, New Jersey. Alma C. Mitchell has been named National Conference Chairman. The Chalfante-Haddon Hotel is to be the headquarters hotel. Planning to go? Better start making your plans now!

SMALL BUSINESS BIBLIOGRAPHY COMPILED

A bibliography on small business was recently compiled by the Chapter for the Govenor's Conference on Employment held in Sacramento on December 5 and 6, 1949. The bibliography was compiled in a very short time upon the request of Mrs. Shelton, U. S. Dept. of Labor. Due to the limited time for the compilation, only a few libraries were contacted - U. S. Dept. of Commerce Library, Lansing Library, Oakland Public Library, U. C. Bureau of Public Administration and Library of Economic Research, S. F. Public Library Business Branch, Federal Reserve Bank Library, and Standard Oil Library - all cooperated to the fullest and sent in references immediately to the Standard Oil Library where the bibliography was compiled from the references received. Mrs. Shelton was responsible for having them mimeographed and distributed them at the meeting of the Section on Community Responsibilities in the Self Employment of Women.

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The Archives Committee announces that copies of all the Chapter Bulletins listed as missing in the November Bulletin have been received with the exception of the following:

June 1931
Vol. 11 No. 3 - October 1940
Vol. 13 No. 5 - February 1943
Vol. 18 No. 2 - October 1947
Vol. 18 No. 8 - May 1948
Vol. 19 No. 5 - February 1949

The committee asks that if anyone has copies of the above, please send them to Miss Ellen Cornish, Reference Dept., Oakland Public Library.

An expression of appreciation and thanks is sent to all members who so kindly sent in copies of the missing bulletins.

Mrs. Margaret Rocq has an article in Pacific Purchaser, December 1949 on her library, Standard Oil Company, entitled "Information Please".

MILLS BRANCH OF S. F. LAW LIBRARY

The S. F. Law Library has announced the opening of its Mills Branch, 950 Mills Tower Bldg., 200 Bush St. The collection constituting the Branch was formerly owned and operated by the Mills Estate and the Bar Association of San Francisco. Mr. Amos L. Bechtold has been named Branch Librarian.

Facilities of the Branch are available to the entire legal profession and to the public. The same interlibrary loans will be granted as are granted from the City Hall Law Library

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DUPLICATE EXCHANGE LISTS

Copies of the latest Duplicate Exchange List are still available from Miss Elizabeth Nutting, Shell Development co.

DUES! DUES! DUES!

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NEW MEMBERS

We welcome to our Chapter this month:

Mrs. Marjorie D. Brown
Chronicle Publishing Co.
5th & Mission Streets
San Francisco 19, California

Mrs. Myrtle Carlisle
U. S. Veteran's Administration
42nd & Clement Streets
San Francisco 21, California

Mr. Gerald W. Farr
Curtis & Tompkins, Ltd.
236 Front Street
San Francisco 11, California

Mrs. Margaret D. Light
1409 Dakota Street
Fresno, California
(a transfer from So. California Chapter)

Mr. Joseph E. Ryus
Catalog Department
U. C. Library
Berkeley 4, California

EXECUTIVE BOARD
1949-50

Pres.: Miss Margaret MacKellar, Anglo-California National Bank

V. P. & Pres. Elect: Miss Berna Carlson, School of Management, Golden Gate College

Secty: Miss Alleen Thompson, Division of Laboratories, State Dept. of Public Health

Treas: Mrs. Betty Roth, Standard Oil Co.

1st. Dir.: Miss Ruth Wingfield, Shell Development Co., Emeryville

2nd. Dir.: Miss Alba Eldridge, Dental Library, U. C. Medical Library

San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 20 No. 5 February 1950

FEBRUARY MEETING

Date: Wednesday, February 15, 1950, 6:15 P. M.

Place: Victor's Parisien Restaurant
111 O'Farrell Street, San Francisco

Price: $2.25 (Including tax and tip)

Speaker: Dr. Herbert K. Abrams, Chief of the Bureau of Adult Health, California State Department of Public Health will speak on the activities of the Bureau of Adult Health which was established in 1937 for the purpose of studying, evaluating and correcting environmental conditions affecting the health of industrial workers. In this connection it works closely with private companies in solving their health problems.
Prior to assuming his present duties, Dr. Abrams was with the U. S. Public Health Service and spent a year with the UNRRA activities in China.

Reservations: Due to the holiday Monday, February 13, reservations must be made by Friday, February 10.

San Francisco: Mrs. Deaner
Commonwealth Club
DO 2-4903

Oakland: Miss Crowell
Oakland Public Library
TW 3-1400

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PROPOSED AMENDMENT TO THE CONSTITUTION

Members of the S. F. Chapter are now circulating a proposed amendment to the Constitution. This amendment:

1. Requires mail ballot on all amendments.
2. Permits discussion at the Annual Convention but does not require it.
3. Expedites voting in case of an emergency without waiting for a convention by making possible the setting of a return mailing date independent of the convention.

Copies of this proposal will be circulated at the February meeting. Those who do not plan to attend the meeting but who would like to sign the petition, should get in touch immediately with either Mrs. Margaret D. Uridge, Interlibrary Loan Service, University of California, or Miss Thelma Hoffman, Shell Development Co., San Francisco --- February 15th is the deadline.

This proposal is the result of the resolution unanimously passed at the May meeting which called for a mail ballot on all constitution changes and revisions. As no official action has been taken on that resolution by the Association Constitution Committee, we are now circulating the proposal for signatures in order to bring it up for vote at the Annual Convention in June of this year. Since this is of vital concern to the entire membership, we have sent copies of the proposal to all chapters asking their support.

UNION LIST

Miss Harriet Collopy, Chairman of the Union List Committee, announces a last call for changes in Union List holdings. If you have any, send them immediately to her at the Business Branch, San Francisco Public Library.

Editor - Eugenia Ironside
Shell Development Company

Asst. Editor - Mrs. Miriam Horn
Wine Institute

Advertising Manager - Doris Lanctot
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INSTITUTE ON "SUCCESSFUL CONFERENCES" A SUCCESS

The second annual Institute of the San Francisco Bay Area Chapter has just been completed. It met on three successive Thursdays in January - the 12th, 19th, and 26th. The topic of this year's Institute was "Successful Conferences" held under the direction of Mr. Harold E. Atkinson, Assistant Dean of the School of Management, Golden Gate College.

At the first two meetings, Mr. Atkinson outlined the basic principles and techniques of conference leadership. A conference is defined as an intelligently planned informal discussion of a problem by interested participants under a trained leader with the purpose of reaching a conclusion.

The role of the leader is of utmost importance - he is responsible for the success or failure of the conference. The necessity for preparation on his part was stressed. Before hand the leader must think thru the problem so that he will know the direction that the conference should take -- the conference objectives; are there any terms likely to come up that will need defining, if so, he must be ready with the definitions; is factual data bearing on the problem under consideration available; what participants are familiar with the problem? At the start of the conference the leader makes an opening statement stressing the importance of the problem and the need for a solution. During the conference, the leader records pertinent data and points brought up in the duscussion on a blackboard or other type of recording device and at the conclusion prepares a summary.

Techniques of leadership were brought out - how to keep the group on the subject, how to meet the problem of the timid person as well as the one who is inclined to always take the floor, type of questions to be used, type of information to record, what points to watch for in the discussion. All this was covered by Mr. Atkinson in his talks to the group. He aptly illustrated the many techniques of conference leadership -- techniques which will enable the leader to lead the conference in a clear cut direction and to a definite conclusion.

The third meeting of the Institute was in the form of a "Conference Workshop" on the proposed SLA constitutional amendments under the leadership of Mrs. Betty Roth who applied the techniques learned at the previous meetings. Each proposed amendment was explained and discussed by the "conference members" - Miss Phyllis Anderson, Mrs. Helen Brenner, Miss Thelma Hoffman, Mrs. Dorothy Thomas. It turned out to be a long and lively discussion of the amendments with all Chapter members present taking part.

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MARCH MEETING

We are proud to announce that Mr. Ralph R. Shaw, Librarian of the U. S. Dept. of Agriculture is to be our guest speaker at the March meeting. His topic will be the "Rapid Selector", a new machine for the storing, classifying and reproducing of information. The "Rapid Selector" was developed by Engineering Research Associates of Minneapolis, Minn. from basic principles originated by Dr. Vannevar Bush. The U. S. Agriculture and Commerce Departments sponsored its development under Mr. Shaw's supervision.

The date ----- Thursday, March 16th. Plan to attend -- Further details will appear in the March Bulletin.

You are again reminded that National Membership dues must be paid by March 1, 1950. If dues are not received by that date, you will lose your membership.... Don't let this happen! Send your check immediately.

SELECTED LIST OF NEW BOOKS RECEIVED AT BUSINESS BRANCH, S. F. PUBLIC LIBRARY

Blank, H. E., Jr. - How to Cut Production Costs. Funk, 1949

Carey, Charles M. - Business Writing. University of Notre Dame, 1949

Doris, Lillian - Corporate Meetings, Minutes and Resolutions. Prentice-Hall, 1948

Hanna, Mark - Public Speaking Without Fear and Trembling. Macmillan, 1949

Marra, Waldo - How to Put Words to Work. California Legal Pub., 1949

Mehr, Robert - Modern Life Insurance. Macmillan, 1949

Melcher, Daniel - Printing and Publicity Handbook. McGraw, 1949

Rankin, R. G. - What's Behind a Financial Statement. Doubleday, 1949

Von Mises, Ludwig - Human Action. Yale Press, 1949

EXECUTIVE BOARD 1949-50

Pres.: Miss Margaret MacKellar, Anglo-California National Bank.

V.P. & Pres. Elect: Miss Berna Carlson, School of Management, Golden Gate College.

Secty.: Miss Alleen Thompson, Division of Laboratories, State Dept. of Public Health.

Treas.: Mrs. Betty Roth, Standard Oil Co.

1st. Dir.: Miss Ruth Wingfield, Shell Development Co., Emeryville.

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COMMITTEE CHAIRMEN 1949-50

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Duplicate Exchange - Miss Elizabeth Nutting, Shell Development Co., S. F.

Employment - Miss Mary L. Waller, Standard Oil Co., S. F.

Finance - Mrs. Betty Roth, Standard Oil Company, S. F.

Hospitality - Miss Alba Eldridge, Dental Library, U. C., S. F.

Membership - Miss Berna Carlson, Golden Gate College, S. F.

Methods - Mrs. Elizabeth Williams, Lansing Library Service, Oakland

Manual Revisions - Miss Phyllis Anderson, Pan American World Airways, So. S. F.

Program - Miss Ruth Wingfield, Shell Development Co., Emeryville

Public Relations - Mrs. Margo Westgaard S. F. State College

Publications - Mr. Harry Williams, Calif. Research Corp., Richmond

Union List - Miss Harriet Collopy, S. F. Public Library, Business Branch

Miss Margaret A. Bressman
1715 Bancroft Way
Berkeley, California

Mrs. Marjorie D. Brown
Chronicle Publishing Company
5th & Mission Streets
San Francisco , California

Mrs. Myrtle W. Carlisle
U. S. Veterans Aministration
42nd & Clement Streets
San Francisco 21, California

Miss Juliet B. Clark
3530 Washington Street
San Francisco, California

Mr. Albert Croutch
1915 Henry Street
Berkeley, California

Miss Florence Dornback
2236 Haste Street
Berkeley 4, California

Miss Dorothy Drake
Business Department
Sacramento City Library
Sacramento, California

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Mrs. Patricia Harper Freeman
1739 Oxford Street
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Berkeley, California

Mrs. Alta M. Kirkland
Southern Pacific Company
65 Market Street
San Francisco 5, California

Mrs. Margaret D. Light
1409 Dakota
Fresno, California

Miss Doris M. Louis
Research Division
The Paraffine Companies, Inc.
1550 Powell Street
Emeryville, California

Mrs. Elizabeth W. Morrissett
Forestry Library, U. C.
260 Forestry Bldg.
Berkeley 4, California

Miss Beulah Mumm
Reference Department
California State Library
Sacramento, California

Miss Norma Parr
Patent Library
Shell Development Company
100 Bush Street
San Francisco 6, California

Mrs. Miriam G. Peevey
Mechanics Institute Library
57 Post Street
San Francisco , California

Mr. Jack A. Ramsey
Solano County Library
Fairfield, California

Mr. Joseph E. Ryus
Catalog Department
University of California Library
Berkeley 4, California

Mr. John A. Shaw, Jr.
Richmond Public Library
Richmond, California

Mr. Thomas S. Shaw
Faculty Club
University of California
Berkeley 4, California

Mrs. Helen A. Shenitz
Route 4 Box 196
Petaluma, California

Mrs. Sara P. Shepherd
Reference Department
Berkeley Public Library
Berkeley, California

Miss Janet L. Thomas
1745 Highland Place
Apt. 2
Berkeley 8, California

Mrs. Maria Volkov
795 Hayes Street
San Francisco, California

Miss June Wayne
Patent Library
Shell Development Company
100 Bush Street
San Francisco 6, California

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 20 No. 6 March 1950

MARCH MEETING

Date:	Thursday, March 16, 1950 6:15 P. M.
Place:	Marines' Memorial Club 609 Sutter St., San Francisco
Price:	$2.85 (including tax and tip)
Speaker:	Mr. Ralph Shaw, Librarian, U. S. Dept. of Agriculture will talk on the "Rapid Selector", a new machine for the storing, classifying, and reproducing of information. The U. S. Agriculture and Commerce Departments sponsored its development under Mr. Shaw's supervision.
Reservations:	Reservations must be made by Tuesday, March 14.

San Francisco:	Mrs. Deaner Mechanics Institute Library GA 1-1750 (Reference Dept.)
Oakland:	Miss Crowell Oakland Public Library TW 3-1400

Editor - Eugenia Ironside
Shell Development Company

Asst. Editor - Mrs. Miriam Horn
Wine Institute

Advertising Manager - Doris Lanctot
Pacific Gas &
Electric Co.

RESULTS OF PROPOSED MAIL BALLOT AMENDMENT ----- 478 SIGN PETITION

That the mail ballot proposal is of interest to members, regardless of geographical location, is shown by the 478 who signed the petitions. With barely three weeks in which to circulate the proposals, individuals and Chapters cooperated to the fullest - obtaining signatures, holding chapter discussions, and, in some cases, passing official resolutions in support of the mail ballot.

Of the 478 signatures obtained, 136 of these were from West Coast members, the remaining 342 were divided about equally between the Eastern members and the Middlewestern and Southern members.

APRIL MEETING

The April meeting will be a business meeting devoted entirely to Association affairs. The proposed Constitutional Amendments to be voted upon at the Annual Convention in June are on the agenda for discussion. These changes effect membership, composition and duties of the Executive Board, standing and special Committees, Group and Chapter structure, finances. Articles on these proposals have appeared in the November, December, January, and February issues of Special Libraries - articles written by Ruth Savord, Chairman, SLA Constitution Committee. Read them and bring your opinions on them to the meeting for discussion. Exact date and place will appear in the April Bulletin.

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1950 NOMINATING COMMITTEE

The following nominating committee has been announced by President Margaret MacKellar:

Miss Signe Ottersen, Chairman, U. S. Dept. of Agriculture
Mrs. Mary Dayton, Calif. Packing Corp.
Mrs. Jean Hill, Pacific Gas & Electric Company

A BRIEF FOR CORPORATION LIBRARIES

Copies of "A Brief for Corporation Libraries, a guide for their operation and management" edited by Alma C. Mitchell. N. Y., Special Libraries, 1949 @ $1.75 a copy are available for purchase from Miss Mary L. Waller, Standard Oil Co., Library, Employment Chairman. Local inquiries concerning this publications should be referred to her.

MARCH MEETING

The Chapter met for a dinner meeting, Wednesday evening February 15th at Victor's Parisien Restaurant. Dr. Herbert K. Abrams of the Bureau of Adult Health, Calif. State Dept. of Public Health was guest speaker.

A brief business meeting was held immediately after dinner at which time Mrs. Margaret Uridge explained the proposed SLA Constitutional Amendment which the San Francisco Chapter is circulating to Chapters throughout the country, and gave an account of the response received. (for details see page 2)

The meeting was then turned over to Dr. Abrams who outlined the development of public health work and of industrial safety. He told of the work of the State Department of Public Health and of the Bureau of Adult Health in particular. The Dept. of Health's objective is the prevention of disease; it consists of many bureaus set up to work on a special phase of the overall problem -- Bureau of Tuberculosis, Communicable Diseases, Mental Health, Sanitary Engineering, etc.

The Bureau of Adult Health was established in 1937 and is one of very few such in the country. Its purpose is to study, evaluate, and correct working conditions affecting the health of industrial workers. The Bureau bases its work on the fact that all diseases caused by environmental conditions are preventable. Representatives of the Bureau go directly into industrial plants and factories - make a study of working conditions and evaluate existing health hazards. At the conclusion of the study, recommendations are made to the management for improving conditions. It also urges the establishment of medical service - doctors and nurses - in all plants.

Dr. Abrams outlined the history and development of Workmen's Compensation Laws which have done much towards improving health conditions in industrial establishments. After his talk, Dr. Abrams answered questions from the audience.

PROFESSIONAL LITERATURE COMMITTEE

Helen M. Bairele, Chairman of the Professional Literature Committee sends the following announcement:

"The Professional Literature Committee has for its project this year the collecting of material, other than classification schemes, for the loan files at Headquarters. Judging by the requests coming to Headquarters, there is a real need for much of this material which cannot be filled at present. If you have compiled information on any of the following subjects, and are willing to donate copies, will you please send the material IN DUPLICATE to Professional Literature Committee, Special Libraries Association, 31 East Tenth Street, New York.

Annual reports
Staff manuals
Library handbooks
Budgets
Statement of library regulations
Floor plans
Organization charts
Library publicity
Job descriptions

The Committee will report later on the results of this collection so that you will know what material will be available for borrowing"

FINAL DUES REMINDER!

Dues became deliquent on the first of March. If still unpaid by March 31st, you will be dropped from the Association. Miss Berna Carlson, Membership Chairman, has mailed out reminders to all who have not paid dues ------ so take note, and send your check to Headquarters NOW.

SLA CONVENTION

Are you thinking about attending the Annual Convention this year? It is to be held June 12-16, at Atlantic City, New Jersey.

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NEWS OF MEMBERS

Mrs. Margaret Uridge is again teaching the Special Libraries course at the U. C. Library School.

Mrs. Marjorie Deaner has recently left the library of the Commonwealth Club and joined the staff of Mechanics Institute Library in the Reference Department.

Miss Alleen Thompson is back at work, on crutches, at the California State Department of Public Health in Berkeley after a brief absence due to a broken leg she received while skiing at Squaw Valley.

EXECUTIVE BOARD 1949-50

Pres: Miss Margaret MacKellar, Anglo-California National Bank.

V.P. & Pres. Elect: Miss Berna Carlson, School of Management, Golden Gate College

Secty: Miss Alleen Thompson, Division of Laboratories, State Dept. of Public Health

Treas: Mrs. Betty Roth, Standard Oil Co.

1st. Dir: Miss Ruth Wingfield, Shell Development Co., Emeryville

2nd Dir: Miss Alba Eldridge, Dental Library, U. C. Medical Library

OUR ADVERTISERS ARE OUR FRIENDS. PLEASE SUPPORT OUR ADVERTISERS AND MAKE USE OF THE SERVICES THEY OFFER. MENTION OF SPECIAL LIBRARIES WHEN ANSWERING ADVERTISEMENTS WOULD BE APPRECIATED.

San Francisco Bay Region Chapter Bulletin
• Special Libraries Assn.

Vol. 20. No. 7 April 1950

APRIL MEETING

Date:	Wednesday, April 19, 1950 6:15 P. M.
Place:	Blake's Restaurant 2367 Telegraph Avenue, Berkeley
Price:	$1.95 (including tax and tip)
Program:	A visit will be made to the new Annex of the University of California Library. University libraries now located in the Annex are Bancroft, Bureau of Public Administration, Documents Division, Bureau of International Relations, Social Science Reference Service, Map Room, and Newspaper Division. All of these will be visited.
Speaker:	Mr. Donald Coney, Librarian will speak on the Annex. Miss Jackson, Miss Hudson, Mrs. Millar, Dr. Hammond, and Mr. Teggart will tell us about their respective collections.
Reservations:	Reservations must be made by Monday, April 17.
	San Francisco: Mrs. Deaner Mechanics Institute Library GA 1-1750 (Reference Dept.)
	Oakland: Miss Crowell Oakland Public Library TW 3-1400
Directions:	San Francisco - take "F" train and get off at Shattuck and Bandroft, walk back to Durant (about a block) and take any bus up Durant to Telegraph, walk south on Telegraph to Blake's (about a half block).
	Oakland - take a No. 40 or 50 bus to Telegraph and Durant, walk south on Telegraph to Blake's (about a half block).

Editor - Eugenia Ironside
Shell Development Company

Asst. Editor - Mrs. Miriam Horn
Wine Institute

Advertising Manager - Doris Lanctot
Pacific Gas &
Electric Company

1950 CONVENTION NEWS

It's Convention time once again! The Convention Publicity Committee has sent out some brief notes on the Convention Program which are of interest to all who are considering going to Altantic City in June.

On Monday, June 12, Mr. Howard Coonley, Chairman of the Executive Committee of the American Standards Association, is to speak at the Chapter and Group Liason luncheon on "Qualifications for Association Leadership". There is to be a Work Simplification Clinic that afternoon, to be participated in by all Groups. It is to be a general meeting on methods and routines. An exhibit of photographs of libraries is being arranged to provide information on floor plans and lay out. Samples of forms, binders, etc. are to be available for examination.

Technical and non-technical sources of information are to be considered on Tuesday. The Publishing Group is sponsoring the non-technical unit and Science-Technology the technical.

On Thursday evening the Geography and Map Group is arranging to show a U. S. Navy film of Admiral Byrd's Antartic Expedition.

Friday, June 16, is to be Philadelphia Day -- many libraries are planning to hold open house for the occasion.

The First General Session is to be held Monday morning and the Business meeting on Thursday morning. The Constitution Revision meeting is scheduled for Thursday afternoon.

An outline of the preliminary program will appear in the April issue of Special Libraries to assist you in making definite plans for attendance.

Margaret P. Hilligan, Chapter Liason Officer, has sent out the announcement that for members who wish, the Association will send out letters to research directors, presidents of companies, or others in administrative capacities, mentioning the Convention and telling what their librarians can gain for the company by attending the Convention. If you wish such a letter to be sent on your behalf, send the following information to President Margaret MacKellar:

1. Your name and address
2. Name, title and address of person to be contacted.

COMMITTEE CHANGES

Mrs. Jane Fales, Pharmacy Library, U. C. Medical Center, has resigned as Chapter representative of the Care Book Program Committee. Miss Louise Wadsworth, Research Department of Collett, Week-Nibecker, has replaced her.

Mr. Harry Williams, California Research Corp., has resigned as Chairman of the Publications Committee. His place has not as yet been filled.

CARE DONATION

The San Francisco Bay Area Chapter is contributing $26.00 to CARE -- the amount received from a collection taken during the meeting in March.

CLA DISTRICT MEETING

The California Library Association Golden Gate District Meeting was held on Saturday, April 1st on the Mills College Campus. Outstanding local Bay Area authors, publishers and booksellers were guest speakers in keeping with the theme of the meeting--"Californiana in the Making". Miss Isabella Frost of Lansing Library is District President this year.

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PROPOSED CONSTITUTIONAL CHANGES

The Chapter Discussion of the proposed SLA Constitutional Changes is to be held during the May meeting rather than the April meeting as previously announced.

Be sure to look at the Chart of Proposed Changes in SLA Constitution and By-Laws in the March issue of Special Libraries, page 98. It explains them very clearly.

RECENT ADDITIONS TO BUSINESS BRANCH

American Inst. of Accountants
Accountants' Index. 7th Supp. 1944-47

Aspley
Sales Manager's Handbook. 1950 Ed. Dartnell

Bettger, Frank
How I Raised Myself From Failure to Success in Selling. Prentice, 1950

Bordin, Neil R.
Advertising Text and Cases. Irwin, 1950

Bureau of Nat'l Affairs
Handbook for Pension Planning. 1949

Ferber, Robert
Statistical Techniques in Market Research. McGraw, 1949

Lewis, Norman
Word Power made Easy. Doubleday, 1949

Kelley, P.
How to Organize and Operate a Small Business. Prentice, 1950

The local membership committee of ALA reminds us that dues for the Association are now due and payable. If you are intending to join ALA, do it now and help the committee in its drive for new members.

MARCH MEETING

The March meeting of the San Francisco Bay Region Chapter of the Special Libraries Association was a dinner meeting held at Marines' Memorial Club on the 16th. Margaret MacKellar opened the meeting by announcing that the date of the Chapter's Consitutional Discussion meeting has been changed from April to May. Marylyn Yearin read the minutes of the last meeting.

The guest speaker of the evening, Mr. Ralph Shaw, Librarian of the Department of Agriculture, Washington, D. C. was then introduced. Mr Shaw was formerly Librarian of Gary, Indiana, and with the New York Public Library and the Library of the Engineering Society in New York City. The use of the Rapid Selector which was developed by the U. S. Departments of Agriculture and Commerce under Mr. Shaw's direction was the subject of the talk. The Rapid Selector was developed during the war and under difficulties of material, priorities, etc., but as completed has proved its worth in the Agriculture Library. This machine, a metal case, in its present development is about six by eight feet square. Operates on the principle of the electronic door opener - or broken beam of light. The light source is a photoelectric cell which converts light into current. The coded microfilm runs through this beam of light, until the dots on the code correspond to the dots on the mask which has been chosen - then the light beam is broken causing a flash photograph of the material presented. The picture is flashed in 2 millionth of one second (Mr. Shaw's figure). The machine is equipped for 35 code positions. The code is a system of black dots in varying sequences for the subject headings of the photographed material (card catalogues, collections of abstracts, pages of digests, etc.) A black paper mask of cut out dots corresponding to the subject desired for reference is placed in the machine. As the photographed cards pass and some break the light beam a new film is being made. When this new film is run through the projector it places at the seeker's disposal all the material on the subject which is in the catalogue, quickly and accurately. The Rapid Selector, in this way, saves much valuable professional time which formerly was spent in searching through catalogues and turning over masses of irrelevant material. The Rapid Selector turns the handling of a million cards into a clerical routine and speeds up the search. It reduces the size of a huge catalogue to a roll of microfilm, eliminating the factor of storage space for a great catalogue. Also, it eliminates the misfiling or jumbling of the contents of the catalogue during a search. The present machine will accommodate a 2,000 foot roll of film, or 7,200 pages of text, or a million card catalogue. Mr. Shaw states that the amount of tension on the film is 8 ounces, and the machine has yet to wear out a single film.

In conclusion, Mr. Shaw said the Rapid Selector is not a "thinking machine"; it can not create a thing. It merely records, and by cutting down the routine of searching will enable librarians in the future to devote much more time to the problems of research. In other words, perhaps we may paraphrase Mr. Shaw by saying -- The Rapid Selector is the Geni of the Lamp, but we will still need Aladdin.

EXECUTIVE BOARD 1949-50

Pres:	Miss Margaret MacKellar, Anglo-California National Bank.
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Secty:	Miss Alleen Thompson, State Department of Public Health
Treas:	Mrs. Betty Roth, Standard Oil Co.
1st. Dir:	Miss Ruth Wingfield, Shell Development Co., Emeryville
2nd. Dir:	Miss Alba Eldridge, Dental Library, U. C. Medical Library.

San Francisco Bay Region Chapter Bulletin

• Special Libraries Assn.

Vol. 20 No. 8 May 1950

MAY MEETING

Date:	Thursday, May 18, 1950 6:15 P. M.
Place:	Kuo Wah Restaurant 950 Grant Avenue San Francisco
Price:	Chinese Dinner $1.75 (inc. tax and tip) American Dinner (Fried Chicken) $2.00 (inc. tax and tip)
Program:	Discussion of the Proposed Amendments to SLA Constitution and By-Laws
Reservations:	Reservations must be made by Monday, May 15 Please indicate the type of dinner desired when making reservation.

San Francisco: Mrs. Deaner
Mechanics Institute Library
GA 1-1750 (Reference Department)

Oakland: Miss Crowell
Oakland Public Library
TW 3-1400

Editor - Eugenia Ironside
Shell Development Company

Asst. Editor - Mrs. Miriam Horn
Wine Institute

Advertising Manager - Doris Lanctot
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JOINT MEETING WITH SO. CALIF. CHAPTER

Cards have been mailed to members announcing the joint meeting with the Southern California Chapter on Friday, June 23 during the CLA Convention in Sacramento which is scheduled for June 21-24.

The CLA program outlined for Saturday, June 24 is of exceptional interest as it is to be given over entirely to the literary history of California and is to be jointly sponsored by the California Centennial Commission and the California Library Association.

The morning session is entitled "A Century of Newspapers in California." Speakers will be Neal V. Sooey, Peter T. Commy and John W. Caughey.

At the luncheon meeting, Idwal Jones is to speak on "California Folklore" and at the afternoon session Richard Lillard, Donald Bean, and Jake Zeitlin will talk on "Books of the Centennial Years, 1946-1950."

And that evening there is to be a formal banquet with Dixon Wecter as the speaker.

If you have not yet returned your card indicating intentions of attending, it isn't too late to do so -- Drop it in the mail now!

CONSTITUTIONAL AMENDMENTS

The proposed constitutional amendments that are to be under discussion at this month's meeting are of concern to all of us and we should all join in to make this a worthwhile discussion. Although, unfortunately, most of our membership will not be able to attend the Convention in Atlantic City where the amendments will be voted upon, we have an opportunity to voice our opinions at this meeting. The discussion will be helpful to those members who are planning to attend.

The chart of proposed changes received from National Headquarters is very complete - STUDY IT and bring it during the discussion. READ the pro and con articles on the amendments appearing in recent issues of Special Libraries. Be prepared to take part in the discussion. SLA is as vital as you make it....

PLAN TO ATTEND AND MAKE KNOWN

YOUR THOUGHTS AND OPINIONS.

ANNUAL ELECTION

Ballots for election of local officers to serve next year have been sent out. You are reminded that they are to be returned by MAY 12.

The Nominating Committee selected the following candidates:

Vice-Pres. &
Pres. Elect: Miss Katherine Karpenstein
Standard Oil Company

Secretary: Mrs. Miriam Horn
Wine Institute

Mrs. Marylyn G. Yearin
Lansing Library Service

Director: (to serve as Hospitality Chairman the 1st year and as Program Chairman the 2nd year)

Miss Ellen Cornish
Oakland Free Library

Miss Constance M. Hoover
Langley Porter Clinic

Miss Berna Carlson, present Vice-President automatically takes over the Presidency. Treasurer, Betty Roth, and 2nd Director, Alba Eldridge both have one more year in their present offices.

(cont. on next page)

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The Election Committee is composed of:

Doris Lanctot
Eloise Ryan
Signe Ottersen
Alleen Thompson, Chairman

Speaking of elections - Have you sent in your National Ballot?

MORE CONVENTION NEWS

Among the highlights -- Technical and non-technical sources of information will be highlighted at the Convention, sessions being sponsored by the Business, Financial, Insurance, Publishing, Social Science, and Science-Technology (Metals Section) groups. On Tuesday afternoon Mrs. Violet Cabeen, Chief of Acquisitions, United Nations Library, will speak on "Industrial Sources of Information"; Ralph E. McCoy, Institute of Labor and Industrial Relations, University of Illinois, will speak on "Information Sources in the Labor Field"; and Miss Ida M. Meyer, Librarian, New York Regional Office of the U. S. Department of Commerce, will speak on "The 1950 Census". At the Science-Technology (Metals Section) Group Symposium on Tuesday afternoon, the subject will be "The Technical Society as a Library Resource". (Marjorie R. Hyslop, editor of the ASM Review) and "Engineering Societies as Sources of Information". (Ralph Phelps, Director of the Engineering Societies Library).

MAIL BALLOT AMENDMENT

The San Francisco proposed mail ballot amendment was printed incorrectly in the Proposed Constitutional Changes sent to all members. The correct amendment, which was presented in March, 1950, signed by 478 members in 17 chapters is printed below:

The Undersigned Members in good standing of the Special Libraries Association propose the following amendment to the Constitution of the Special Libraries Association, for voting upon at the Annual Business Meeting to be held in June 1950 in Atlantic City.

The Constitution of the Special Libraries Association shall be amended to read as follows:

ARTICLE VII. Amendments.

Section 1. (to be replaced by the following) Constitution: This Constitution may be amended or repealed by a two-thirds majority of the returned written ballots sent to the entire voting membership; provided, however, that written or printed notice containing the text of all proposed amendments shall have been sent to each voting member, or published in the journal of the Association, at least 30 days prior to the Annual Convention and/or the return mailing date of the Ballots; said proposed amendments shall be in order for discussion at the Annual Business Meeting at The Annual Convention, and may be amended in any manner pertinent to the original amendment by a majority vote of said Business Meeting, and if so amended shall be voted upon by mail ballot in the form as amended by said Business Meeting, and if not so amended they shall be voted upon by mail ballot as originally submitted.

Section 2. (No change from present Constitution, which reads) Proposals: Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board.

Section 3, (to be replaced by the following) By-Laws. By-Laws may be adopted or amended by the same procedure as outlined in Article VII, Section 1 and 2 for Amendment of the Constitution.

Section 4. Effective date of these amendments. These amendments to Article VII, Section 1 and 3 shall become effective immediately upon voting favorably on them at the Annual Business Meeting at which they are presented.

APRIL MEETING

Over eighty members attended the April meeting held in Berkeley at Blake's Restaurant, followed by a tour of the new University of California Library Annex. The annex is startlingly different in its interior decoration -- the walls have been painted in light, brilliant colors, the book stacks are a bright yellow, large windows, fluorescent lighting -- all combine to give the library a very light and spacious effect.

Preceding the tour of the Annex, Mr. Coney, Librarian, told a bit about it. The Annex is an extension of the original library, known as the "Doe" building of the "old" library and has been architecturally designed to fit in with it. It was planned to meet the needs of the rapidly changing conditions on the campus since the war and to make it adaptable to change to meet future needs. The building is built around a central stack which runs from the ground floor to the top floor. The reading rooms, offices, and hallways are built around it -- each floor has two tiers of stacks, a main stack and a mezzanine stack. The stacks on the mezzanine floors can be shifted to meet new requirements. It is arranged so as to make possible the addition of more reading room space, more stack space, etc. with considerable ease.

The main or ground floor contains the Reserve Book room which has both open and closed shelves. This part of the library opens directly into the old reading room.

The Bancroft Library, Documents Division, periodicals, and executive offices are located on the second floor. This floor is also connected to the main building by tunnels at each end.

Housed on the third floor are the map collection, the libraries of the Bureau of International Relations, Social Science Reference Service and Bureau of Public Administration.

The fourth floor is devoted to small study rooms for faculty members and graduate students.

Following Mr. Coney's overall description of the Annex, Mrs. Jackson, Documents Division; Mr. Teggert, Social Science Reference Service; Dr. Hammond, Bancroft Library; Mrs. Millar, Bureau of International Relations; and Miss Hudson, Bureau of Public Administration described their respective collections briefly.

Notice has been received from the Southern California Chapter announcing a union list of periodicals and other serial publications in the medical and biological sciences of the Los Angeles Area. Scheduled to appear in October, 1950, the union list will contain 3,000 entries covering the holdings of 17 libraries. Tentative price is $4.50. Orders will be accepted by Eleanor Hamilton, Librarian, Los Angeles County General Hospital, 1200 North State Street, Los Angeles 33.

EXECUTIVE BOARD 1949-50

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San Francisco Bay Region Chapter Bulletin • Special Libraries Assn.

Vol. 20 No. 9 June 1950

JUNE MEETING AT SACRAMENTO

FRIDAY, JUNE 23

The June meeting will be held jointly with the Southern California Chapter, SLA, during the CLA Convention. Sacramento members have arranged a luncheon program which is of considerable interest.

The speaker is Mr. W. R. Currie, Senior Financial Research Technician of the State Dept. of Finance, who will discuss Using California Economic Data

Date: Friday, June 23
Time: 12:30 P. M.
Place: Bedell's Restaurant, 11th & L Sts., Sacramento
Price: $1.85 (inc. tax and tip)

Deadline for reservations is Wednesday, June 21. A reservation blank is enclosed with this Bulletin.

It will be appreciated if those who are driving to Sacramento on Friday and have room for passengers, will indicate this on the reservation sheet.

As the afternoon is free for sightseeing, every one will have an opportunity after the luncheon to visit the State Library and special libraries in Sacramento. A list of these libraries will be distributed at the meeting.

For CLA events of interest on Friday night and Saturday, see the CLA Program in the California Library Bulletin, June, 1950

ELECTION COMMITTEE REPORT

The Election Committee announces the 1950-51 Executive Board:

Pres:	Miss Berna Carlson, Librn., Golden Gate College
Vice-Pres. & Pres. Elect:	Miss Katherine Karpenstein, Standard Oil Company
Secretary:	Mrs. Miriam Horn, Librn., Wine Institute
Treasurer:	Mrs Elizabeth Roth, Standard Oil Company
1st. Dir:	Miss Alba Eldredge, U. C. Medical Library
2nd. Dir:	Miss Constance Hoover Langley Porter Clinic

PRESIDENT'S REPORT

During 1949-50, our twenty-fifth anniversary year, we have been vitally concerned with Association affairs and problems on the national level. We have been concerned with the proposed constitutional changes, discussing them at numerous committee meetings and at two general meetings.

We have been even more concerned with the fact that we might not get to vote on these same changes. What started as a simple Chapter resolution in May 1949, snowballed into a proposed mail ballot amendment supported by over 500 members in 18 chapters proving, beyond a doubt, that this was no regional issue.

Our meetings for the year have covered a variety of subjects and libraries--the U. C. photographic laboratory; the UNESCO Conference on Abstracting and Indexing; the ILWU Library; the California State Bureau of Adult Health; the Rapid Selector; and U. C.'s new library annex.

On June 23rd we will have our final meeting of the year--a joint meeting with Southern California Chapter, SLA, during the California Library Association Convention in Sacramento.

Our committees have worked smoothly and well, accomplishing much during the year--the Archives completed the file of chapter bulletins. Duplicate Exchange issued a fall and spring list. Methods planned an excellent institute on Successful Conferences. Hospitality continued to welcome new members and introduce them at meetings. Public Relations regularly sent releases to nine newspapers. Employment continued to have many applicants, but few openings. The Bulletin was issued successfully through the efforts of an editor, an assistant editor and paid labor. Advertising paid for almost one half the Bulletin's cost.

The Union List Committee deserves a special note of commendation for the time, labor, and thought it has put into the project, meeting one night a week all year.

The need for complete revision of chapter manuals for both officers and committee chairmen has been most apparent. We suggest that this be considered a major chapter project for 1950-51.

Complying with the Association's request to have chapter officers elected prior to the June convention, we moved our election forward one month. Once again the nominating committee had a difficult time persuading members to run for office. Far too many of us claim to be "too busy".

I wish to express my appreciation and thanks to the Executive Board, Committee Chairmen, and the membership for their very fine support and cooperation. It has been a privilege and a pleasure to work with you during the past year.

And as we await the results of the annual business meeting at Atlantic City, regardless of whether the straight mail ballot or the ratification ballot is adopted, San Francisco can be justly proud of its part in working towards increased participation and representation in Association affairs for all members.

Margaret F. MacKellar, President

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TREASURER'S REPORT

Trial Balance Sheet, May 15, 1950

RECEIPTS

From National	$235.04	
Advertising in Bulletin	71.50	
Institute	14.00	
Convention ticket	3.00	
Sales of Chapter Directory	23.02	
Misc.	19.51 (coll. for CARE)	
Total	366.07	
Balance on hand in bank July, 1949	110.29	
GRAND TOTAL		$476.36

EXPENDITURES

Bulletin labor	31.20	
Bulletin supplies	49.23	
Bulletin postage	62.50	
General postage	11.26	
Checking account service charge	2.00	
Dinner guests	17.37	
CARE Book program	20.00	
Misc.	26.78	
Total	220.34	220.34
BALANCE IN BANK		$256.02

Respectfully submitted,
Elizabeth Boutelle Roth,
Treasurer

1949-50 ANNUAL REPORTS

DUPLICATE EXCHANGE COMMITTEE

Once again the Duplicate Exchange Committee has had the good fortune to be able to have both issues of the duplicate exchange list printed without cost to the chapter. The lists were about the usual length, a length which just happens to be about right for convenient checking. As in previous years, distribution of the lists included practically all those libraries in our chapter which could be expected to make use of them. As usual, also, a number of copies were sent to the Southern Calif. chapter, which is interested in the project but not yet able to reciprocate as a group, although some individual libraries always participate actively in the exchange of material. This year for the first time, the committee's combination announcement and request blanks were enclosed with issues of the chapter's Bulletin. Since the mailing list for the Bulletin is kept up to date, this meant that every member actually received a copy of the announcement - and without the extra expense for postage involved in mailing them separately. Because copies of the Bulletin are sent to SLA members and groups outside our own chapter, this method of distributing the announcements brought the activities of the committee to the attention of members of other chapters, with the result that a number of requests for copies of our lists were received from other parts of the country, especially the Louisiana-Texas area.

Respectfully submitted,
Elizabeth Nutting, Chrm.

PROGRAM COMMITTEE

The following meetings were held during the year:

SEPTEMBER: A dinner at the Cafeteria, University of Calif., and visit to the University Library to see the new Photographic Service and the IBM punched card machines used for library records.

OCTOBER: Prof. J. Murray Luck spoke on the Paris UNESCO Conferences on abstracting and indexing, at a dinner meeting at Victor's Parisien Restaurant.

NOVEMBER: A vist to the ILWU Library, where Miss Anne Rand described various industrial relations libraries she had visited in the East.

JANUARY: "Successful Conferences" was the subject of the second Annual Institute, held on three successive Thursdays under the direction of Mr. Harold E. Atkinson of Golden Gate College.

FEBRUARY: Dr. Herbert K. Abrams spoke on the activities of the Bureau of Adult Health at a dinner meeting at Victor's Parisien Restaurant.

MARCH: Mr. Ralph Shaw spoke on the Rapid Selector at a dinner meeting at the Marines' Memorial Club.

APRIL: Dinner at Blake's Restaurant was followed by a tour of the new Univ. of Calif. Library Annex. Prior to the tour short talks were given by Mr. Coney, Librarian; Miss Jackson, Documents Div.; Mr. Teggert, Social Science Reference Service; Dr. Hammond, Bancroft Library; Mrs. Millar, Bureau of International Relations; and Miss Hudson, Bureau of Public Administration. Miss Margaret Strong was in charge of arrangements.

MAY: Dinner at Kuo Wah Restaurant followed by a discussion of the proposed Amendments to the SLA Constitution and By-Laws.

JUNE: Joint meeting with the Southern Calif. Chapter of SLA during the Calif. Library Association Convention in Sacramento.

Special mention should be made of Mrs. Crowell of the Oakland Public Library, who handled East Bay dinner reservations, and of Mrs. Deaner of Mechanics' Institute who handled reservations in San Francisco.

Attendance ranged from thirty-four (May meeting) to eighty-six (March and April meetings).

Respectfully submitted,
Ruth Wingfield, Chrm.

Carol Cox
Marjorie Deaner
Doris Louis
Margaret Strong
Emma G. West

REPORT OF THE SECRETARY

As of May 30, 1950 there will have been 7 general meetings and 9 executive board meetings held during 1949-50 which the secretary or acting secretary attended. In January the Institute took the place of a general meeting. The usual routine correspondence was taken care of by the secretary.

Respectfully submitted,
Alleen Thompson, Secty.

UNION LIST COMMITTEE

The Union List Committee is still hard at work on the new "Union List of Serials from the San Francisco Bay Region". About one-half of the alphabet has been typed in its final form and is now being proof-read. It is hoped that the work will be turned over to the printer within a few months. In the meantime, librarians are welcome to consult the holdings at any time.

Respectfully submitted,
Harriet Collopy, Chrm.
Carolyn Martin Margaret Rocq
Agnes Reinero Ruth Lyons

NOMINATING COMMITTEE

The Nominating Committee met on Feb. 8 to select condidates for officers for year 1950-51. It is always difficult to persuade members to run for office, but the following graciously consented to have their names placed on the ballot:

Vice-President (President Elect)
  Miss Katherine Karpenstein
  Standard Oil Company

Secretary (To serve two years)
  Mrs. Miriam Horn, Wine Institute
  Mrs. Marylyn G. Yearin, Lansing Library Service

Director (To serve as Hospitality Chairman 1st year, Program Chairman 2nd year)
  Miss Ellen Cornish, Oakland Free Library
  Miss Constance M. Hoover, Langley Porter Clinic

The ballots were mailed to all members in good standing on April 26.

Respectfully submitted,
Mary Dayton, Jean Hill
Signe Ottersen, Chrm.

METHODS COMMITTEE

The Executive Board early in the fall approved of an institute on conference methods to be arranged by the Methods Committee. It was the second methods institute held by the Chapter.

Postal cards were sent to members in December, 1949, announcing the institute. The January Bulletin carried details and registration forms. The three meetings o of the Institute - Successful Conferences - were held on January 12, 19, 26 at 7:30 P. M. We were given the use of the Commissioners' room of the San Francisco Public Library. The speaker at the first two meetings was Mr. Harold E. Atkinson, Assistant Dean of the School of Management, Golden Gate College. His subjects were (1)"Basic Principles of Conference Leadership and Functions of the Chairman" and (2) "The Human Element in Conferences". The third meeting was a conference workshop on the subject "How Will the Proposed SLA Amendments Affect the Western Chapters? The Conference members were:

  Mrs. Betty Roth, Chairman
  Miss Phyllis Anderson
  Mrs. Helen Brenner
  Miss Thelma Hoffman
  Mrs. Dorothy Thomas

The Committee compiled a reading list on conferences, which was distributed at the first meeting.

A copy of Mr. Atkinson's paper was sent to the Chairman of the SLA Business Group for inclusion in the Bulletin of the Business Group.

Fee for the institute was $1.00. 26 members attended. Paper was supplied and mimeographing done by the California Packing Corp., at the request of Mrs. Dayton. The Committee's only expenses were $2.00 for postal cards and $10.00 for a gift for the speaker. Our net profit was $14.00 which was turned over to the Treasurer.

Respectfully submitted,
Elizabeth Williams, Chrm.
Mary Dayton
Frances Jenkins Margaret Strong

BULLETIN COMMITTEE

9 Bulletins were issued from September to June; one each month with the exception of December. New cuts of the masthead were made, appearing for the first time in the January issue. Approximately 250 Bulletins were mailed each month to Chapter members, headquarters personnel, and all Chapter Presidents and Bulletin Editors.

EXPENSES:

Paper and stencils	- $49.23	
Postage	- 53.50)	includes
Labor	- 33.20)	estimated
Total	- $135.93	costs for June

Respectfully submitted,
Eugenia Ironside, Chrm.
Miriam Horn, Assistant Editor
Jean Hill Eliose Ryan
Edith Nielson Elizabeth Rouzier

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EMPLOYMENT CHAIRMAN

Submitted herewith is the report of the Employment Chairman for the period July 1, 1949 to May 1, 1950:

Positions Open: Professional - 9
Non-Professional - 6
Positions Filled: Professional - 4
Non-Professional - 3

Of the five professional openings that we were unable to fill, two were in technical fields, and no one listed had the proper scientific background; two required State Civil Service Examinations, and one was filled by the employer from another list.

In the non-professional group, one required a State Civil Service Examination, and two did not pay an adequate salary. There are no openings as of this date.

New applications - 20
Personal interviews - 31
Letters - 9

Of the new applicants interviewed, only seven were members of a Special Libraries Association Chapter.

Respectfully submitted,
Mary Lewis Waller, Chrm.

ARCHIVES COMMITTEE

In accordance with the recommendations of last year's Chairman, the Archives' Committee advertised for and obtained all the missing numbers of the Chapter's official file of the San Francisco Bay Region Bulletins. The Committee wishes to thank all those members who so generously contributed issues of the Bulletin. The official, complete file is now housed at Mechanics' Institute, and is ready to be bound or sewn in manila any time, so that it will not become scattered again.

Respectfully submitted,
Ellen Cornish, Chrm.

HOSPITALITY COMMITTEE

The Hospitality Committee of 1949-50 has made an effort to welcome the new members either by telephone or mail. The seating arrangements for the monthly dinners and the introduction of new members and guests was carried out as here-to-fore.

Respectfully submitted,
Alba W. Eldrege, Chrm.

Edwarda Adams
Helen Brenner
Ione Holmes
Ruth Wingfield
Adrean Dumbrell

ADVERTISING COMMITTEE

Advertising Committee Report for July 1949-June 1950.

Revenue received through May 1950	- $46.00
Revenue to be received June 1950	- 18.00
Total	- $64.00

Again this year, Stacey's is the only continuing account. All other advertising for next year's bulletin will have to be solicited by the new chairman. The manual containing contracts and rate cards, started by last year's advertising chairman, Katherine Karpenstein, has been continued. I wish to thank Mrs. Miriam Horn for negotiating for the fine art work in the ads.

Respectfully submitted,
Doris Lanctot, Chrm.

MEMBERSHIP COMMITTEE

According to figures issued by National Headquarters, membership in the Bay Region Chapter as of October stood as follows:

Active	140
Associate	62
Institutional	11
Sustaining	2
Students	5
Life	1
Total	221

Membership at the present time, according to chapter figures, shows a net gain of 18 members this year:

Active	152
Associate	68
Institutional	9
Sustaining	2
Students	7
Life	1
Total	239

As in the past years, there is some uncertainty as to the exact number of paid and unpaid memberships. This is due to the time lag in receiving membership cards and information from headquarters. Therefore, chapter figures may not exactly correspond to those of National Headquarters.

Because of the much discussed proposed constitutional changes in types of membership, no formal "membership drive" was planned or held during the year. However, the membership committee contacted many prospective members in person, or through correspondence. Association members were most helpful in sending us names of possible members.

Respectfully submitted,
Berna M. Carlson, Chrm.

PUBLIC RELATIONS COMMITTEE

Releases were regularly sent to nine Bay Area newspapers on the monthly meetings. Checks were made on the number of papers publishing releases, and the extent of deletion of supplementary information furnished each time on the organization, speaker, or library visited. Since all members of the committee were from San Francisco, we were not able to check the East Bay papers. Spot checks of the San Francisco papers showed the S. F. Chronicle and the S. F. News were the only ones to consistently publish the releases, and the only ones to publish the releases on the financial page when they were addressed to the Financial Editor. Supplementary information was invariably deleted. In accordance with a recommendation of previous Public Relations Committees, a member of the press was invited to one meeting. However, there was no response to the invitation. It would seem advisable to follow this procedure only for meetings of exceptional interest or news value.

I would like to make the following recommendations:

1. The manual should be revised to show new policies regarding the sending out of releases.
2. At least one member of the committee should be from the East Bay to assist in collecting clippings.
3. When it is decided to write a feature article for the newspapers on a meeting, the speaker should be contacted well in advance for a digest of his speech so that it can be forwarded to the papers. The editors are only interested in what the speaker will say and not in any descriptive article we may write about him.
4. The program of the Public Relations Committee should be expanded to conform more to that set forth in the "Model Chapter Manual".

Respectfully submitted,
Margo Westgaard, Chrm.

MAY MEETING

Proposed changes to the SLA Constitution and By-Laws were the topic of the busines meeting held May 18 at Kuo Wah Restaurant in Chinatown.

The entire meeting was given over to the discussion of the changes - it turned out to be a very lively and informative discussion. Each change was discussed separately and was introduced and explained by a member.

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